Writing a Thank You Note

When someone gives you a special gift, it is polite to write a thank you note. Sometimes people write thank you notes in a card, but they can also be written on paper.

March 22, 2010

Dear Aunt Megan,

Thank you very much for the beautiful sweater. I can't wait to wear it to school on Monday morning. You are such a kind aunt for remembering my birthday.

Yours sincerely,
Julia

date  
greeting  
body / note  
closing  
signature/name

What are the five parts of a thank you note?

1. ________________ 2. ________________  
3. ________________ 4. ________________  
5. ________________

Where do you write the date on a thank you note?  
________________________

What punctuation mark do you write at the end of the greeting?  
________________________

Give three examples of words you might use in the closing.

1. ________________ 2. ________________  
3. ________________
Letter Writing
To write a thank you letter to your Aunt / Uncle.