

## Your cheat sheet -

# Write a Thank You



**1. Begin with a “thank you”** Thank the person immediately for whatever it is he/she gave you.

**Example:** “Thank you for taking the time with me the other day.” “Thank you for the gift basket.”

Your thank you: \_\_\_\_\_

**2. Say why the gift or gesture was important** Explain how you are using it.

**Example:** “I enjoyed our conversation and I look forward to future collaborations.” “My family enjoyed all the tidbits in the basket.”

Your explanation: \_\_\_\_\_

**3. Add something meaningful** Mention something personal if the gift was from a friend; something with merit if from a business professional.

**Example:** “I appreciate your friendship.” “Your advice meant a lot to me as I try to reach my professional goals.”

Your meaningful thought: \_\_\_\_\_

**4. Finish with a second “thank you”** Make your expression solid.

**Example:** “Again, thank you for meeting with me.” “Thank you again for your kind gesture.”

Your expression: \_\_\_\_\_

### Final notes:

- Keep the message positive. Avoid apologies, i.e., “I’m sorry this is late.”
- Do not send a card with multiple mistakes. Check spelling, grammar and punctuation.
- Mail card/letter within a day or two of the event or receipt of gift.



## Business

**The salutation** should be Mr. or Ms., never Miss or Mrs. Do not use proper names - Dear Jane - unless you are friends or long-time acquaintances.

**Close** with "sincerely."

June 1, 2017

Dear Ms. Jones,

Thank you for taking the time to meet with me the other day. I enjoyed our conversation and I look forward to future collaborations. It was to nice to meet with someone who is equally creative. I will keep in touch, but if I can ever be of further assistance, please don't hesitate to contact me.

Again, thank you for your time.

Sincerely,  
Vicky

**The date** should always be included.

**The body** includes the thank you, the reason you appreciated the time, and a final thank you.

## Personal

**The salutation** should be personal.

**Close** with "yours truly," "love," or an appropriate personal closing.

June 1, 2017

Dear Kate,

Thank you for the lovely vase. I immediately put it in a safe place in our china cabinet!

Your gift was unexpected, and I appreciate you thinking of me. I value our friendship and every time I look at the vase, I will think of what our friendship means to me!

Thank you again for the thoughtful gift.

Yours Truly,  
Vicky

**The date** should always be included.

**The body** includes the thank you, the reason you appreciated the gift and what you are using it for, if applicable, and a final thank you.

## Business - Job Interview

**The salutation** should be Mr. or Ms., never Miss or Mrs. Do not use proper names - Dear Jane - unless you are friends or long-time acquaintances.

**Close** with "sincerely."

June 1, 2017

Dear Mr. Jones,

Thank you for taking the time to meet with me the other day. I enjoyed our conversation. I also appreciated seeing XYZ's culture in action as I met with some of your employees. Since we share the same values, I know I'd be an asset to your company and look forward to another conversation. If I can answer any questions in the meantime, please don't hesitate to reach out to me.

Again, thank you for your time.

Sincerely,  
Jeff

**The date** should always be included.

**The body** includes the thank you, a brief mention of why you would be an asset to the company, a sincere and positive outreach for further conversation, and a final thank you.