Name _____

A **thank you note** is a short letter that tells someone thank you for something that they have done. You can write a thank you note for a gift, a favor, or for anything nice that a person has done or said.

When writing a thank you note, you should always include the date that you are writing. Use a personalized greeting like "Dear," and be specific about what you are thanking the person for and why it was important or special to you. Include a closing like "Sincerely" or "Your Truly," and sign your name.

DIRECTIONS: Think about something that someone has given you lately, or something nice that someone has done for you. Use the template below to write them a thank you note.

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