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.

Thank you notes need to:

- Include the date that you are writing
- Have a personalized greeting
- Be specific about what you are thanking the person for; and
- Include your name in the signature

**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.

Date: ___________________

Dear: ____________________________

_________________________________

_________________________________

_________________________________

_________________________________

_________________________________

_________________________________

Love,

_______________________________