**Something Nice**

Use the template below to write a thank you note to someone you know for something nice that they have done for you. Then use the checklist to make sure that your thank you note is written correctly.

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Does your thank you note:

☐ 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