Parts of a Thank You Note
The format below is the standard format for writing a thank you note. A thank you note is a short note that you write when someone has done something nice for you. Study the sample thank you note below. Then, on a separate page, write your own thank you note to someone who has done something nice for you.

GREETING:
Use
Dear, Hello, or Hi

DATE:
Write the month, day and year.

CLOSING:
Use
Sincerely, Love, or Yours Truly

BODY:
Include what you are thankful for and why.

SIGNATURE

May 5th, 2016

Dear Grandma,

Thank you so much for the lovely sweater. It is my favorite color, and extra-special to me because you knitted it yourself. I look forward to it keeping me warm all winter!

Sincerely,

Martha

[Thank You for your Kindness]