

Name: _____

Writing: Thank You Notes

Writing a Thank You Note

When someone gives you a special gift, it is polite to write a thank you note. Sometimes people write thank you notes in a card, but they can also be written on paper.

March 22, 2010	}	date
Dear Aunt Megan,	}	greeting
Thank you very much for the beautiful sweater. I can't wait to wear it to school on Monday morning. You are such a kind aunt for remembering my birthday!	}	body / note
Love,	}	closing
Julia	}	signature / name

What are the five parts of a thank you note?

1. _____
2. _____
3. _____
4. _____
5. _____

Where do you write the date on a thank you note? _____

What punctuation mark do you write at the end of the greeting? _____

Give three examples of words you might use in the closing.

1. _____
2. _____
3. _____

Writing a Thank You Note – ANSWERS

When someone gives you a special gift, it is polite to write a thank you note. Sometimes people write thank you notes a card, but they can also be written on paper.

March 22, 2010	}	date
Dear Aunt Megan,	}	greeting
Thank you very much for the beautiful sweater. I can't wait to wear it to school on Monday morning. You are such a kind aunt for remembering my birthday!	}	body / note
Love,	}	closing
Julia	}	signature / name

What are the five parts of a thank you note?

1. date
2. greeting
3. body / note
4. closing
5. signature / name

Where do you write the date on a thank you note?

at the top, on the right

What punctuation mark do you write at the end of the greeting?

comma

Give three examples of words you might use in the closing.

1. Love,
2. Sincerely,
3. Your friend,