

## Tips for writing a thank you note

Intro:

***Dear Jim,***

(or omit the “Dear” if you prefer)

1<sup>st</sup> Line:

A specific thank you for a specific thing.

***Thank you for your generous donation to the Stanford House at our fund raiser last week.***

Middle:

One to three sentences about how you felt about the thing or what it will do.

***Your gift helped us to reach our fund raising goal of one million dollars this year. We will be able to house 30 children this year, twice as many as last year.***

Last Line:

A general thank you.

***On behalf of Stanford House and its residents, thank you for your continued support.***

Signature:

Your name.

***Ellen Aimes***

Another Example:

Paula,

Thank you for speaking at the Accounting Club meeting last week. We all enjoyed your presentation about your paperless accounting system. Hearing from practitioners and seeing the software you use gives us all a glimpse of what it will be like when we graduate and start working in accounting. On behalf of all the Accounting Club members, thank you for your support and participation in our club.

Evan Jordan

### Other tips

- Thank you notes should be hand written.
- They should be sent within a week of the event.