

# Guidelines for Writing a Thank-You Note

- Write the note as a letter or on the inside of a card.
- Name the gift or kind act at the beginning of the note.
- If you are writing about a gift, include details that show you have enjoyed it or noticed special features about it.
- If you are writing about a kind act, explain why the gesture meant something to you.
- Make the other person feel good about what he or she did.
- Remember to include all these parts of a letter: heading (address and date), greeting, body, closing, and signature.

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