

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
Jula	}	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. \_\_\_\_\_