

A large red square graphic with a white border, containing white text. The text is centered and reads: "Welcome to Life Skills", "For Young Women of", and "the Future".

Welcome to Life Skills

For Young Women of
the Future

Day 2: How to Write a Proper Thank-You Letter/Note

Reasons We Write Thank-You Notes and Tips

- To show appreciation or a heartfelt thanks such as for getting a gift or receiving an invitation.
- For adults or older generations, handwritten notes are more appropriate, as they are seen to show more respect.
- Make sure to make your note personal to you, as well as staying short and on topic.
- Keep a balance of professionalism while writing your note, but stay sincere.
- Even if you said a thank you in person, writing a note is still just as important!

Types of Thank-You Notes

Thank-You Notes by email:

- Job applications, interviews
- Casual thank you for casual situations (ex. Going out for coffee)

Handwritten Thank-You Notes:

- Dinner Parties
- Invitations
- Gifts
- Being a Houseguest
- Giving condolences
- Congratulatory Notes

When Should Thank You Notes be Written?

A thank-you note should be written preferably as soon as possible. However, writing a late thank-you note is better than not writing one at all.

The Foundation of a Proper Note: The Three Steps

1: Start with an opener or greeting.

2: Thank them for the specific item
given/company.

3: End with a proper closing.
