

Thank You Note

1) Use correct letter form

a. Date

b. Greeting (Dear _____.)

c. Body

i. A sentence thanking the person for giving up their time to come in.

Thank you for giving up some of your personal time to visit the AVID class last Friday.

ii. A sentence thanking them for sharing about their life.

You were very kind to share so many interesting things about your life.

iii. A sentence complimenting them about something.

It's amazing that someone who grew up without a father and with a deaf mother could achieve so much in their lifetime.

iv. A sentence about the *specific* thing that you found the most interesting.

I couldn't believe that you actually owned your own barbershop when you were just two years older than we were..

v. A sentence about how your life will be different from meeting them

From now on whenever I get overwhelmed I will remember how hard you worked and not give up.

d. Closing (Sincerely yours,)

e. Signature