

****Thank-You Note Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

1. ****Opening Statement****

- Thank you for [specific gift, assistance, or occasion].

2. ****Specific Details****

- Describe how you plan to use/appreciate the gift or assistance.
- Share a personal anecdote or express how it made you feel.

3. ****Closing Statement****

- Reiterate your appreciation.
- Express a desire to stay in touch or meet again soon.

Warm regards,

[Your Name]