

April Writing Topic

Thank You Letter

A thank you letter shows that you appreciate what others have done for you. More often than not, we don't take the time to thank those around us because we believe that they already know how we feel. Or in some cases, we may take their acts of kindness for granted. Some of us may even feel shy about voicing our appreciation.

It's time to show people that you appreciate what they do!! This month, write a letter to thank a person or group of people in your life. Treat this letter as an actual letter instead of an assignment. Obtain the address of whom the letter is being written for, and send out the completed letter at the beginning of next month.

Suggested thank you letter format:

1. Introduction: Include an appropriate greeting for the person and an update as how you are doing. Don't forget to start with the heading for letters; in the top right hand corner, write your name, physical address and date.
2. Recollection: Recall a specific incident when the person came to your aid. Instead of just mentioning when the person helped you, detail the occasion in a story format. If the person has helped you on multiple occasions, be sure to focus on highlighting just one or two. Specific details are more effective than writing in generalities---avoid using trite sayings such as "you were always therefore me".
3. Appreciation: Thank the person for what she/he has done or what she/he continues to do for you. This section does not have to be very long, but should be sincere.
4. Closing: End the letter with a closing phrase, and you signature.

Thank you letter tips:

1. Be specific and include all the details of the gift, assistance, or service.
2. Address to a particular person or group of people.
3. Use as many adjectives and adverbs as possible.
4. Maintain a respectful and polite tone.

Minimum Word Counts:

Junior 2 student: at least 150 words
Junior 3 student: at least 200 words

Intermediate 1 student: at least 250 words
Intermediate 2 student: at least 300 words
Intermediate 3+ student: at least 400 words