

Writing a thank you note does not need to be difficult or time consuming.

Here is a simple formula that works for any occasion:

1. Greeting. Don't forget to make sure you're using the correct form and spelling of the person's name, as well as anyone else's mentioned in the note.

Example: Dear Aunt Sharon and Uncle Bob,

2. Express your thanks. Begin with the two most important words: Thank you.

Example: Thank you so much for...

3. Add specific details. Below are some examples of why you are thanking them.

"This has been a challenging time, and I appreciate you so much."

"You have no idea how much your help has meant."

"For all the little and big ways you've pitched in...thanks!"

"There was nothing random about your acts of kindness. Thank you for all you have done."

"I can never thank you enough. But this is a start."

"You always know how to make life brighter for everyone you know."

"I can't possibly repay you."

"You are always so helpful."

"You make the world a nicer place."

"You went above and beyond, and I am touched and grateful."

"You took common courtesy to an uncommon level. We're so grateful for your help."

"Thank you for the bling hanger for my marathon medals. You know me so well!"

"I love the milk-glass vase. I'll think of you every time I see it on my table."

"Thank you for the fun and funky purse. I don't know where you find such unique things!"

"The table runner you sent for my birthday is perfect! I can tell you spent a lot of time picking it out, and it makes me smile to think about how thoughtful you are."

"I was so thrilled when I opened the new hiking boots. You knew exactly what I wanted."

"Thank you so much for the new alarm clock. I'd been needing one, and the one you chose is perfect to use with my phone!"

4. End with your regards. "Sincerely" is a safe standby, but for closer relationships, you might choose a warmer option.

Example: With love, Many thanks, Yours truly,