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# **THANK YOU NOTE BASICS**

**LATINAS IN PROGRESS EDUCATION SERIES**

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**PRESENTED BY:**

**HISPANIC WOMEN'S NETWORK OF TEXAS**

# THANK YOU NOTES

The point of writing a  
*Thank You Note* is to  
create a simple expression  
of a heartfelt sentiment.

WHY  
WRITE  
A  
THANK  
YOU  
NOTE?



Build relationships



They'll make you feel  
good



More personal than email  
or text



Increase chances for  
opportunity



They demonstrate your  
communication skills



Your thank-you note will  
actually be read (and  
probably kept)

WHY  
WRITE  
A  
THANK  
YOU  
NOTE?

# HOW TO: GREET THE GIVER

- Be formal
- Avoid using their first name unless the recipient is a family member or a close friend.



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# HOW TO: EXPRESS YOUR GRATITUDE

- Use the present-perfect tense (has/have)
- Do not use slang
- Do not mention money directly
- If referring to an intangible, be specific

Ex: *“Thank you for your donation...”*

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# HOW TO: TALK ABOUT THE GIFT

- Be specific about what was received
- State how the gift affects you



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# HOW TO: TALK ABOUT YOUR FUTURE

- Briefly describe yourself
- Write about what sets you apart
- Share your future goals

*Donors appreciate knowing you have goals and plans!*





# HOW TO: SAY THANK YOU AGAIN

Thank them again at  
closing



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# HOW TO: CLOSING

- *Sincerely, Cordially, Regards* – use what fits best
- Sign the note by hand
- Print your formal name below



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# REMINDER: SPELL EVERYTHING CORRECTLY

Have a friend or family member proofread the letter before mailing!



# REMINDER: KEEPING IN TOUCH

Include your contact information for replies!

## Addressing Friendly Letter Envelopes

Write your name, address, city, state, & zip code.

Jane Doe  
425 Sugar Lane  
Brandon, ND 97036



Miss Joan Johnson  
346 Elm Street  
Madison, SD 57042

Write the name, mailing address, city, state, & zip code to which you are sending the letter.