

Name: _____

Writing: Thank You Notes

Writing a Thank You Note

When someone gives you a special gift or does something nice for you, it is polite to write a thank you note. Sometimes people write thank you notes in a card, but they can also be written on paper.

March 22, 2010	}	date
Dear Grandma Smith,	}	greeting
Thank you very much for the skateboard you sent for my birthday. I have been riding it on the sidewalk in front of the house. I even learned	}	body / note

how to d



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Imagine you _____ note to her. Be sure you include the date, greeting, body, closing, and signature.

_____	}	date
_____	}	greeting
_____ _____ _____	}	body / note
_____	}	closing
_____	}	signature / name