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

Dear Grandma Smith,

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 how to do a few tricks!

Love,

John

Imagine your Aunt Monica gave you a $20 gift card to Target for your birthday. Write a thank you note to her. Be sure you include the date, greeting, body, closing, and signature.

_________________________  ________________________
date  ________________________

______________________________________
greeting  ________________________________________

__________________________________________________________________  ____________________________________________________________________
body / note  ____________________________________________________________________

__________________________________________________________________  ____________________________________________________________________

_________________________  _______________________
closing  _______________________

_________________________  _______________________
signature / name  _______________________

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