

Name: _____

Writing a Thank You Note

When someone gives you a special gift, 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, 2018

Dear Aunt Megan,

Thank you very much for the beautiful sweater. I can't wait to wear it to school on Monday morning. You are such a kind aunt for remembering my birthday!

Love,
Julia

}— **date**

}— **greeting**

}— **body / note**

}— **closing**

}— **signature / name**

What are the five parts of a thank you note?

1. _____
2. _____
3. _____
4. _____
5. _____

Where do you write the date on a thank you note? _____

What punctuation mark do you write at the end of the greeting? _____

Give three examples of words you might use in the closing.

1. _____
2. _____
3. _____

ANSWER KEY

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}]— **signature / name**

What are the five parts of a thank you note?

1. **date**

2. **greeting**

3. **body / note**

4. **closing**

5. **signature / name**

Where do you write the date on a thank you note? **at the top, on the right**

What punctuation mark do you write at the end of the greeting? **comma**

Give three examples of words you might use in the closing.

1. **Love,**

2. **Sincerely,**

3. **Your Friend,**