



Perfect Thank You Notes

In this age of “everything electronic,” perhaps at no time has the traditional thank you note been perceived as something so special. | **By Tracy Stolese**

With people receiving dozens if not hundreds of electronic messages each day in the form of texts, e-mails and social media messages, a personal, handwritten thank you is without question the most meaningful way to convey the message that a gift or gesture meant a great deal.

Yes, we know, writing thank yous can be a bit overwhelming, especially if you're unsure of what to say. However, it really doesn't need to be complicated. With these seven quick steps, you'll be penning like a pro in no time at all.

1 Start with a personal greeting. This may seem like “Basic Correspondence 101,” but it happens more often than you'd think: a generic thank you message with no greeting. A simple “Dear Aunt Sarah,” will work just fine.

2 Begin by stating your thanks. Whether it's for a specific gift or for a gesture, let them know why you're writing: “Thank you so much for the gorgeous silver frame.”

3 Include a specific mention of the gift or gesture. Again, it may seem obvious, but it's important to let the recipient know why you're writing, and that you indeed received the gift that they intended for you. Once again, keep it simple:
“I absolutely love the gift certificate to [name of store] ... it's my favorite store!”
“I can't tell you how much I appreciated your offer to watch the kids on Saturday night.”

4 Let them know why you liked it and how you'll use it. It means so much to the giver if they can envision your enjoyment of their gift:



Sugar Paper thank you notes.

“We plan to use it to display one of our very favorite photos from the wedding.”
“It seems like it has been forever since Joe and I had the chance to enjoy a dinner out with just the two of us!”

5 Make a connection to the future. Mention a time that you'll be in touch again, or in the case of a business thank you, state the next steps you intend to take:
“I look forward to seeing you at the family reunion in a few weeks.”
“Let's make plans to grab a glass of wine when you have a break in your schedule.”
“I will follow up with you next week to see where you are in the interview process, and whether I might provide you with further information.”

6 Thank them again. State your thanks in a different way, perhaps with a new detail:
“Thank you again for sharing this special occasion with us.”
“We will think of you every time we toast with our beautiful flutes!”



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Haute Papier personalized note card.

7 End with a closing salutation. The tried-and-true include “Sincerely,” “With love,” “Many thanks,” or whatever closing may be most appropriate to the occa-

sion and the recipient. That's it! You have crafted a lovely, personal and heartfelt “thank you.”

Here's a final closing thought as you get ready to write your thank you notes: Nice stationery makes an impression!

It may seem easy, or adequate, simply to grab a piece of notebook paper and jot off a few quick lines; however, a lovely note card imprinted with your name or initials on quality paper never fails to make a classy impression. In the case of business correspondence, and in particular during the job interview process, it's essential to present a professional image with branded stationery.



Tracy Stolese, owner of Arabesque – a gift, stationery and home décor store in Shelburne, VT – enjoys helping people find beautiful gifts and decorative items for their homes.

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