

## Thank You Note Template

{optional header information}

[Your Name]

[Your Address]

[Date]

[Recipient's Name]

[Recipient's Title (if applicable)]

[Recipient's Organization]

[Recipient's Address]

{if you do not use the header block, put the DATE here}

Dear [Recipient's Name],

I am writing to express my sincere gratitude for [specific action or assistance provided].  
[Clearly describe what they did and why it was helpful to you].

[Explain the impact of their help. How did it benefit you or your work? Be specific.] For example, "Your guidance on [topic] was particularly helpful in [specific situation], and it allowed me to [positive outcome]." Or, "I truly appreciate you taking the time to [action]. It made a significant difference in [area]."

[Optional: Briefly mention how you value your professional relationship.] "I value our working relationship and appreciate your willingness to [action/support]."

Thank you again for your [kindness/assistance/support/etc.]. I look forward to [future interaction/collaboration].

Sincerely,

[Your Signature]

[Your Typed Name]

[Your Contact Information (optional)]

### **Variations and Tips:**

- **Handwritten vs. Typed:** Handwritten notes are generally more personal, but typed notes are acceptable, especially for professional settings.
- **Specificity:** The more specific you are about what you're thanking them for, the more meaningful the note will be.
- **Timeliness:** Send the thank you note as soon as possible after the event or assistance.
- **Sincerity:** Let your genuine appreciation shine through.
- **Adjust to the Relationship:** Adjust the tone and formality of the note based on your relationship with the recipient.
- **Digital Thank you notes:** While less personal, in certain situations, a thank you email is acceptable.