There is an art to writing a good thank you note. Thank you notes don’t have to be long or complicated, but they should be sincere and from the heart.

First, mention the gift or nice thing that they did by name, and say what you liked most about the gift.

Second, write about the gift’s significance. Did the giver put a lot of time making or picking out the gift?

Third, write about how you plan to use the gift.

Write a thank you note to your parents or grandparents, thanking them for letting you come to 4-H Camp, or for coming to the tea reception.

Write a thank you note to a soldier.

When would a handwritten note be better than an email or phone call?

How can writing thank you notes make you a better friend, student, or citizen?

What other types of notes or letters have you written before?

How can writing thank you notes improve your communication skills?