“Thank you” are magic words that make everyone feel better. There is an art to writing thank you notes, but with practice, it can become second nature. Here are a few tips:

- Write a thank you note any time someone gives you a gift or goes out of their way to do something nice for you.

- Write and mail your thank you note as soon as possible, preferably within 24 hours of receiving the gift.

- Make sure you spell the person’s name correctly, and use a title, if appropriate (such as Mr, Mrs, Dr, Miss, etc).

- Make your note neat and easy to read.

- Write the same way you would say something in person- use your own style, but avoid using slang (especially if you are writing to an older person or someone you don’t know that well).

- Use a more formal closing (such as Respectfully, Sincerely, or Best Regards) for people you don’t know that well. Use informal closings for family members or close friends (such as Love or Very Truly Yours)