

Steps TO Success

THOUGHTFUL THANK YOU WRITING TIPS

HANDWRITE IT!

If you struggle with grammar or spelling, try typing it out first to proofread. Once you have your content, **handwrite** your thank you note. When you **handwrite**, you're saying "thank you" in a way the reader will more deeply recognize your gratitude and thoughtfulness. They'll be touched you took the time to thank them and they may repeat the good thing you're thanking them for.

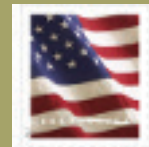
MAKE IT PERSONAL

"On behalf of the board...thank you". Nothing feels colder and less personal than starting a thank you with "Dear Supporter, On behalf of the board of directors," so don't do that.

If possible, use the person's first name, be warm and make it personal. Make them feel your gratitude. "Wow Mary! Your gift gave me the opportunity to attend the STAR Conference and learn how to elevate my leadership skills." Use "you" more and "me/I" less.

YOUR MAILING ADDRESS
IN CASE IT IS RETURNED.

Billy Beneficiary
4596 Aberdeen Dr.
Saint Joseph, MO 64506



A FIRST CLASS POSTAGE
STAMP TO GET YOUR NOTE
TO IT'S DESTINATION.

Mary Generous
707 N. Angus Street
Victoria, KS 67671

MAILING ADDRESS OF THE
PERSON YOU'RE THANKING.

HOW DID YOU BENEFIT?

You can thank someone for almost anything. If you have a great waiter at a restaurant, a thoughtful thank you to them and their manager will move mountains. If someone provides you with an opportunity to grow, thank them for it! Go deep and meaningful. If something was eye-opening, groundbreaking or transformational, tell them in your thank you! If something didn't go well, don't include that in the thank you but instead address it privately.

SIGN, SEAL, DELIVER!

You've written a thank you that will knock their socks off and make them feel greatly appreciated. Now sign it, prepare your envelope (see example) and drop in the mail! It is great to **handwrite** the envelope as it is more personal than printing.

