

Write a Thank You Letter

All letters have the same **format**. You should begin with a **greeting**. For example, you can write, “Dear Beth.” In your letter you can say “thank you” and talk about why you feel grateful. Before you sign your name, you should write a **closing**. Common closings are “Sincerely” or “Thank you again.”

Example:

Dear Nancy,

Thank you so much for visiting our class. It was interesting to learn about the ACCESS Community Clinic. I learned that I can see a doctor at ACCESS even if I don’t have health insurance or a job. I appreciate that you took the time to teach our class.

Sincerely,

Beth

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Now, you try...

Write a letter to say thank you to someone you appreciate.

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