

Independent Living Program Activity Card

Category: RELATIONSHIPS

Activity: Write a Thank-You Note

Description: The objective of this assignment is to help you understand the purpose and etiquette of thank- you notes. A thank- you note shows that you appreciate what someone did for you. Think of someone who helped you recently (mentor, friend, family member, teacher, etc.) and write a thank- you note to them for something they did for you. Before sending your thank- you note, make a copy and bring it in with this activity card.

You may earn \$5.00 ILP dollars for completing this assignment.

Total Dollars Earned:

 (ILP Use Only)
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Notes:

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Date: _____

Youth Signature	Date of Birth
Print Name (Youth)	Group Home (If Applicable)

<p>Receipt</p> (ILP Use Only)

Write a Thank You Note

THANK-YOU NOTE ETIQUETTE

Experts say not to underestimate the power of a "thank you." It's making the effort. People really appreciate getting mail that's not a bill, for one thing, and just taking that extra bit of time to write a thank you note really means everything.

The impact of a handwritten thank-you note is often overlooked. A note written promptly and sincerely is an important ritual of etiquette that is much more effective and appreciated than a phone call or electronic message. Handwritten notes and letters are a rarity, which makes them that much more meaningful to the recipient.

Thank you notes should be written to thank someone for a gift, a meal or for a favor done. Your appreciation should be acknowledged within 72 hours; thank-yous seem much more sincere when they are expressed promptly.

Start by expressing appreciation - **"Thank you for the beautiful picture frame."**

Mention the gift's usefulness - **"It is the perfect size for our large anniversary picture. The fact that our names and anniversary date are engraved on the frame makes it so special. It looks perfect on the hall table. In fact, it's the first thing you see when you open our front door."**

Express the hope for a future meeting - **"I hope you can visit us soon to see how we are enjoying your thoughtful gift."**

There is really no excuse for not writing a thank-you note. Purchase the proper tools and make it a habit to write a note as soon as possible after the event or receiving the gift.

More on Thank-You Note Etiquette: <http://entertaining.about.com/cs/etiquette/a/thankyou.htm>