Writing Amazing Thank You Notes

Use a formal address (Ms. If you aren’t sure.)

Begin with a specific statement – why you are thanking him/her.

Tell why we appreciate it, the effect their effort, donation, etc. had.

Conclude with a sentence that leaves the door open for future events.

Close with your name, and Leadership.

Ex:

Dear Ms. Bull-

Thank you so much for loaning us your sleeping bag for the pep assembly. We were trying out a new game and getting help from the staff was necessary because we didn’t have the right bags on our own.

We appreciate your support of our activities and your participation in spirit days. We look forward to working with you on future projects.

Thanks!

Becky Latham and Leadership

In your committees determine who needs to be thanked for Homecoming Week.