

Name: _____

Writing a Thank You Note

When someone gives you a special gift, it is polite to write a thank you note. Sometimes people write thank you notes in a card, but they can also be written on paper.

August 28, 2017

Dear Grandma Smith,

Thank you very much for the skateboard you sent for my birthday. I have been riding it on the sidewalk in front of the house. I even learned how to do a few tricks!

Love,
John

— date

— greeting

— body / note

— closing

— signature / name



Preview

Please log in to download the printable version of this worksheet.

— body / note

— closing

— signature / name