

101 WAYS TO SAY *Thank You*

How to write customized, gracious and sincere
thank-you notes for nearly every gift,
event, or occasion



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How to Use This Book

When I wrote my book *Gift Giving for Busy People* I included a few paragraphs about writing a thank-you note since the act of giving is balanced by the act of receiving. But as I spoke with more people about gifts they've given and received, it became clear that many folks wanted to send a thank-you note but they were stuck for words. So, it seemed like a natural extension of the gift giving book to write the thank you book!

In Part I of this e-book you will find some basic information about thank-you notes: when and how to send them; what supplies make sending thank-you notes effortless; and the elements of a well-written thank-you note. Part II provides you with wording for more than 30 common occasions, from birthdays to funerals and everything in between. Then in Part III you will find thank-you notes already written for you for about 70 common gift items. If you wish, you can combine wording. Let's say you received a sweater for Christmas, or bed linens for your wedding shower: simply combine the wording for the item and the occasion and voila! A totally customized thank-you note.

You'll even find ways to say thank you for the most horrendous or bizarre gifts ever! Just look under the "White Elephant" section on page 24.

In the last section I've included some bonus thank-you notes and letters for business situations, including the hiring process.

Most importantly, feel free to customize any of the notes to your situation and to your style. Let your sincere appreciation come through. I purposefully did not include greetings or closings on most of the examples, to let you choose one that feels right for you. On page 4 I provide a selection of closings to help you decide.

I hope this is a resource that will serve you for many years.



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Part I.

The Art of Receiving



The Social Grace of Saying “Thank You”

When I was a girl, I loved to send thank-you notes for my Christmas gifts. Every year I would buy a fresh pack of thank-you cards at the local Hallmark store, usually with a kitten or a polar bear under mistletoe. Meanwhile, my dad would be an aisle or two over picking out individual thank-you cards for all the customers and vendors who sent his business a holiday gift. (Of course, he usually had my mom write the cards!)

Thank-you notes are an essential form of communication. In my personal opinion, times may change, but good manners never go out of style.

But more than exhibiting good manners, writing a thank-you note helps build relationships, establish connections and even help heal emotional wounds. As communication becomes less personal and more generalized with social media tools that purport to keep us “connected,” one good old-fashioned, personalized note establishes more rapport between two people in an instant than a thousand tweets to a thousand followers.

When to send a thank-you note

Anytime you receive a gift, no matter how small, you should acknowledge it with a thank-you note. My favorite etiquette book, written in 1948, reminds us about other courtesies extended to us: “The truly gracious person also makes sure that every favor or courtesy, every kindness or attention on the part of a neighbor or friend is given prompt and gracious acknowledgement.” (*The Standard Book of Etiquette* by Lillian Eichler Watson.)

If you’re unsure whether a thank-you is required, send one anyway. For example, if you find yourself reacting to something with, “Gosh that was so nice of her,” it’s a good time to write a thank-you note. A sincere note of gratitude and acknowledgement is always appreciated.

Ideally, thank-you notes should be sent as soon as possible after receiving the gift, or within one week of the occasion, favor, or holiday. Appreciation seems more sincere when it is expressed promptly. Brides should send thank-you notes upon returning from the honeymoon, but always within three months of the wedding. Personally, I also extend leeway for mourners in sending thank-you notes for condolences or funeral gifts and flowers as I know how dark the days can be after losing a loved one.

No matter how late the thank-you note may be, it's still a good idea to send it. Apologize for your tardiness without offering excuses.

How to send a thank-you note

Generally speaking, gifts and occasions, as well as any special effort made on your behalf, should be acknowledged with a personal, handwritten note on a quality note card. In a pinch, an e-card will suffice. But in our fast-paced, impersonal and electronic world, how nice is it to open your mailbox and find a handwritten note on beautiful paper or a whimsical card? Something so simple, that really takes very little time, can be so special and meaningful.

A personal, handwritten note is always preferable to any other mode of communication. In rare circumstances (see business situations in Part IV), a typed or form letter may be used.

Emails, texts, and social media posts should be reserved only for very informal or common occurrences between friends, such as "Thanks for driving to the movies."

Supplies you'll need

There is an art to writing a thank-you note. Start with a quality note card. Crane and Co. and William Arthur each make beautiful notes with sumptuous yet affordable cotton fiber paper. Papyrus, Hallmark and a variety of trendy stationers produce some fun, funky options. I've included some of my favorite vendors in the Resource section on page 29.

1. Note cards

Note cards may be either flat panel or foldover. Flat panel cards are just that: a single thickness of card stock, usually with a monogram or other personalization. Also known as correspondence cards, they are sort of like a post card with an envelope. Some of the first personalized note cards I ordered as a teenager were ivory flat cards from Neiman Marcus with "Deanne Marie" embossed on them.

Foldover note cards may have an attractive design on the front, with or without "Thank You" printed on it, but they should always be blank on the inside. And yes, there are masculine designs, too! Sending thank-you notes is a unisex pursuit!

Personalized cards (either flat or foldover) with your first initial, full monogram or name are a very nice touch and may be used in a variety of social situations beyond thank-you notes. Many stationers sell initial cards, or more personalized cards and letter paper may be custom ordered at a variety of price points (see Resources for details).

The quality of the card depends on both the paper and the printing method. The higher the cotton fiber content, the more expensive—and more luxurious—the card. High-end producers will often watermark the paper as verification of its quality.

Engraved stationery is the most expensive, as its production process is the most involved: the paper is forced into an inked metal plate that has the design engraved into it, raising the design from the paper and rendering a three-dimensional quality. Thermographic printing uses a heat-sensitive powder to make the design feel like it's raised. To discern the difference between engraved and thermographic printing, look at the back of the paper. Engraving causes an indentation in the back of the paper while stationery printed with thermography will remain flat and smooth. Also, thermographic ink often has a shiny quality.

Flat printing is the least expensive and most common printing method for mass-produced note cards.

2. Writing Instrument

Thank-you notes should be written in ink, preferably black ink. Pencil should not be used because it smudges easily. Again, the better the writing instrument, the more special the note will be. While you don't have to invest in a French fountain pen, be sure the pen you use doesn't skip or deposit clumps of ink like many inexpensive stick pens do.

3. Stamps

Yes, the U.S. post office is still in business and still sells stamps. To hedge against increasing postage costs, buy a book of "Forever" stamps in your choice of style at www.usps.com. A nominal shipping charge applies, but to me it's worth it to not spend time in line at the local post office, and to have the choice of hundreds of designs.

Keep all of your supplies organized in a desk drawer or a pretty box or basket. Many national retail stores such as Michaels craft stores and Home Goods have plenty of options. The point is, if your thank-you note supplies are handy and are a pleasure to use, you'll be more likely to actually use them.



How to Write a Thank-You Note

Sincerity is the most crucial ingredient of a thank-you note. Capturing this sincerity is best achieved when the feelings of appreciation are still present—hence writing the thank-you note soon after the gift is received or the event occurs. If the gift item you received was truly ghastly or left you at a loss for words and you find it hard to say thank you for the item, try to tap into the giver's presence at your party, for example, or into the gesture itself as the source of your sincerity. (Plus, there are ideas for those "white elephant" thank-you notes on page 24.)

Once you've gathered your writing supplies and your sincerity, it's time for the wording. Are you ever at a loss for words? Fear not! Here is a formula that works every time:

1. *Mention your hostess or gift giver by name.*

Note: Use of first or last name depends on the degree of intimacy between the giver and the recipient. A note to close friend might use a nickname, while a note to an older neighbor might say, "Dear Mrs. Miller."

2. *Say thanks for the kindness, hospitality or gift.* Be sure to specify the item, gesture or event. Use the language provided in this book for specific items.

3. *If appropriate, mention how you will use the gift, or what you will remember of the event.*

4. *Sign off with an appropriate closing.*

Again, depending on the degree of intimacy, a variety of closings could be used. These are some of the most frequently used arranged in increasing intimacy:

Sincerely,
Sincerely yours,
Regards,
Best regards,
Cordially,
Warm regards,
Fondly,
Affectionately,
With love,
Love,

If appropriate, include a suggestion of a future meeting. Always remember to sign your name! Some examples are on the next page ...

Dear Betty,

Thank you for a lovely evening at the cocktail party on Saturday. I had such a good time! I honestly can't remember the last time I met such warm and interesting new people. I look forward to returning the favor soon.

*Regards,
Linda*

Dear Aunt Pat,

Thank you so much for the cashmere sweater. I've worn it twice already, and have received many compliments. It's beautiful and so luxurious! I truly appreciate your thoughtfulness.

*Much love,
Charlie*

Dear Uncle Bart,

Thanks for my birthday gift card; I used it to purchase my favorite band's latest CD. I will think of you every time I listen to it! It really brightens my mood.

*Love,
Lisa*



There's Always Time to Say "Thanks"

Think there's no time to write a thank-you note? Try these time-finding strategies:

- Keep a box of pretty note cards in your desk at work. You can write a thank-you note during a lunch hour. (Tip: If the cards do not have a specific "thank you" design, you can use them for a quick birthday wish or expression of condolence.)
- Keep a general and pretty blank card in your tote bag, notebook, or planner. Write a note while sitting in traffic, waiting at the soccer field, or anytime you have a few moments.
- If you're staying with family or friends, bring a small hostess gift and a card with you and present it at the beginning of your stay.
- Stash a pre-addressed and stamped thank-you card in your travel bag when visiting family or friends. You can write the thank-you on the plane ride back home,

while details of your visit are fresh in your mind and mail it on your way home from the airport.

- Send a bouquet of flowers or fruit and have the vendor include a thank-you card.
- Use an online service like plaxo.com, Hallmark.com, or sendoutcards.com which will sign, address and mail a card for you.



Putting It All Together

You now have enough information to write a thank-you note—the who, what, when, why and how. You already know the identity and mailing address of the gift giver, and you have your writing supplies ready. Now you just need to put it all together. Here's how:

STEP 1

Compose your greeting using the tips above.

Dear _____

STEP 2

Find the gift item or event that is the subject of your note. Copy the verbiage provided in this book onto your note.

Thank you very much for the wonderful bath towels! They are exactly what we were hoping for! They are very luxurious and really liven up the bathroom. I appreciate your thoughtfulness.

STEP 3

Embellish the verbiage with anything you feel is relevant or adds to the sincerity of the note.

It was so good to see you at the shower; I hope we can have lunch soon!

STEP 4

Write the closing of your note using the tips above.

*Fondly,
Your Name*

Part II.

Thank-You Notes for Specific Occasions

Birthday

- 1 It was so nice of you to remember my birthday! It really made me feel special. Thanks for the _____; it's one of my favorites. And thanks, especially, for your good wishes. I look forward to seeing you soon!
- 2 You have a talent for selecting gifts! The _____ is exactly what I needed to go with _____. I'm just delighted with it, and with you for remembering my birthday. I feel so blessed! Many thanks, not only for the _____, but for your good wishes as well.

Holiday

- 3 I'm just thrilled with the _____ you sent me for Christmas. It was exactly what I needed! Thank you so much, Name. I'll think of you every time I use my lovely new _____. I hope you had a wonderful Christmas, and I wish you all good things in the New Year. Hope to see you soon!
- 4 Christmas would not have been the same without the _____ you gave me! It really made my day! I can't wait to use it—I've been wanting one for some time now. I'm just thrilled! Thank you so much. I'm sending you my best wishes to you and your family for the New Year.

Anniversary

Whether the gift arrived unannounced from a particularly thoughtful relative or friend, or whether it was received at a party, wedding anniversary gifts should be acknowledged by the wife, or by one partner, on behalf of the couple.

- 5 How wonderful of you and _____ to remember our wedding anniversary! Husband/Partner and I were just thrilled when the package arrived. The beautiful _____ is now on display in the living room and it looks fantastic! It will forever be a memento of this special year and of your kindness.

6 I can hardly believe Husband/Partner and I have been together ____ years! It really doesn't seem that long. Again, thank you for helping us celebrate! I appreciate it more than I can say.

Cocktail Party/Get Together

Throwing a party requires a great deal of work, and saying thank you will no doubt go a long way to making your host or hostess feel appreciated. And it may get you invited to the next party! Be sure to find the host or hostess before leaving the party, and express your thanks in person. Then write a note when you arrive home, or the next day.

7 I just had to write and thank you again for the lovely party last night! We had such a good time—I honestly can't remember the last time I danced so long or laughed so hard. You're a wonderful hostess! If you have a moment, please send me your recipe for those cheesy garlic toasts—divine! Thanks again for the invitation; I hope to reciprocate soon.

Lunch

8 What a fabulous lunch! Thank you so much for treating me to such a beautiful meal with beautiful company. I truly enjoyed catching up with you and everything going on. I look forward to reciprocating in the near future.

Dinner Party

9 Thank you for your hospitality at dinner the other night. You are such a good hostess! You make it look so effortless, and always make your guests feel welcome and at ease. I enjoyed meeting your new neighbors, and of course always enjoy catching up with your sister. It was a much needed, relaxing evening for me and _____. Thanks again. Let's have lunch soon!

Home Stay

10 I can't thank you enough for your hospitality over the weekend! Our stay in _____ was so much more fun and more relaxing since we were able stay with you. I really appreciate your generosity in being our "home away from home." I'll never forget _____; it was such a good time!

It was really good of you to invite us, and I hope you know how deeply I appreciate your friendship. Many thanks!

Housewarming

11 Thank you for blessing my new home with the beautiful _____! I'm really proud of my new place, and I was so glad you could make it to the party. Your gift really helps make it a home. Please come by for a visit soon!

Going Away/Retirement

12 I have to admit that any sadness I had about moving away [retiring] has been abated by the absolutely fabulous _____ you gave me! I really appreciate your encouragement and support for my new adventure. It means a lot to have so many people who care. I really am touched and grateful. Thank you!

Get Well

13 I am happy to say that I am feeling much better and healing well from my hospital stay. Thank you for brightening with my day with the flowers and balloons you sent! They really cheered me up when I needed it.

14 Thank you so much for your good wishes and frequent visits while I was hospitalized. I really don't know if I would have recovered so well and so fast without your reassurance. It really means a lot to me to have you in my life!

Graduation

High School

15 Thank you for your good wishes and your check for my graduation! I'm so excited to start college in the fall. I'm planning on using my graduation money for _____. I will always remember your kindness and generosity.

College

16 It was so thoughtful of you to recognize my graduation with the lovely pen set! I can't wait to use it at my first job. It's exciting to be finished with my degree, but a little scary to be going out on my own. It's good to know that I have such kind and supportive people in my life, like you. I really appreciate your good wishes. Thanks again!

Graduate Degree

- 17 After so many years of study, I am truly grateful to have obtained my degree! It was so kind of you to recognize this milestone with the beautiful clock. I have it displayed on the mantle, and it really lends an air of sophistication to the living room. I suppose it's "time" to stop being a student! Thanks again, and I hope to catch up with you soon.

Wedding Shower

- 18 I must thank you again for the _____. I was so excited during the shower, and so overwhelmed by all the wonderful gifts, that I'm sure I didn't express my gratitude very well. The _____ is exactly what we wanted for our new life together; thank you for being a part of it.

A special note goes to the hostess(es) who threw the shower.

- 19 It was so incredibly sweet of you to give a shower for me. I appreciate it more than I can say with words. It was just perfect! It was a special day that I will never forget. Groom and I are overwhelmed with the gifts we received. The _____ from you is especially meaningful. I am doubly indebted to you, Name—for the party and for your generous gift. You are truly a wonderful friend. Thanks for everything!

Wedding

The bride should acknowledge all gifts, even if she is not acquainted with the gift giver who may be an associate or relative of the groom. If the gift was from a couple, then one note addressed to one person, while thanking both is fine, such as "thank you and Uncle Bob for the blender." If the item was a group gift from coworkers or roommates, then each person who contributed to the gift should receive a separate note.

Every thank-you should include the groom in expressing gratitude and appreciation for the gift. If gifts are received before the wedding, the organized bride will send the thank-you note right away; it will be one less to send later!

- 20 I don't quite know how to thank you [and _____] for the perfect _____ you sent us. It's one of the loveliest wedding gifts we received! Groom is just as delighted with it as I am. We both want you to know how much we appreciate your generosity. I hope to see you soon.

Love,

Bride

21 I was so excited to unwrap the _____ you gave Groom and me for our wedding! It's a wonderful gift, and I'll think of you every time we use it. We were both so happy to see you at the wedding; our day was so special with so many friends and family around us!

Fondly,

Bride

22 The check you gave us for our wedding will certainly come in handy! Groom and I have had our eyes on _____, so your check is a big help. Thank you for your generosity. We hope to see you soon!

Sincerely,

Bride

Baby

A baby needs a lot of stuff—and much of that stuff comes in the form of gifts, at a baby shower or throughout the baby's first year. Each gift should be acknowledged by the mother.

23 Thank you so much for the gift card to the baby store! Father's Name and I are saving up for a new crib and stroller, and your contribution is greatly appreciated. Please know how much it meant to us that you were able to attend the shower; it wouldn't have been the same without you. I hope you will come by and see the baby when he/she is born.

24 I can't thank you enough for the lovely quilt you gave to the baby. It is perfect for the nursery, and it is very much needed and appreciated! Father's Name and I are so overwhelmed and grateful at the outpouring of affection for our little one! He or she is certainly arriving into a loving space. Thank you so much for being a part of this blessed time in our lives.

25 How very thoughtful of you to send the adorable outfit for the baby! Father's Name and I certainly appreciate it. The baby will look so darling! I can't wait to see her in it this fall, and I'll be sure to send you a photo. We're just thrilled to be new parents!

Encouragement/Support

26 I just wanted to write and let you know how much I appreciate all of your encouragement and support during my recent _____. Your words and deeds really touched me, and helped me through a very difficult time. Thank you for your patience, your wisdom, and most of all, your friendship through the years. I am truly grateful.

Congratulations

27 I was so pleased to receive your note of congratulations on my recent _____. Thank you for writing; I deeply appreciate your good wishes.

28 Thank you so much for your good wishes! Your letter really made my day. If I'm half as successful as you predict, I will be quite happy. I hope to see you soon and celebrate in person. Until then, thanks again!

Assistance

29 Thank you so much for your help in organizing the school fair this year. It is such an undertaking, and so important for the kids—I really appreciated your efforts. We could not have had such a successful day without you!

30 I really appreciated the time you took in dropping me off at the airport and picking me up. It made such a huge difference in my trip to know that aspect of my journey was taken care of. It was so convenient. Thanks so much! Please let me take you to lunch next week to fully show my appreciation.

Sympathy

Expressions of condolence, whether in the form of a letter, card or gift, should be acknowledged by a personal note from the deceased's family. In yesteryear, printed thank-you notes were frowned upon for all but prominent figures. Today, I say take advantage of printed thank-you notes, which are often included as part of a memorial package, or have custom notes printed. After all, words often do not come easily after the loss of a loved one.

The reply to a note of sympathy must not be sent as promptly as other notes of thanks. It can be brief, saying something as simple as, "Thank you for your kind of expression of sympathy" or, "Your expression of condolence will always be remembered."

If you do use printed thank-you cards, you may write an additional personal note if you feel up to it. Also, you may wish to enclose a memory card for out-of-town relatives and friends who were not able to attend the services.

Thank-you notes for expressions of sympathy may be signed "The Family of Deceased's Name" or with the sender's name.

31 Thank you so much for the beautiful flower arrangement you sent for Deceased's funeral. They really helped to soften our darkest days. Your thoughtfulness was truly appreciated.

32 Thank you for your touching letter of sympathy. No one else could have written with such understanding and kindness. Your letter meant more than I could say, and I'll always treasure it. Knowing that my _____ (mom, dad, sister, etc.) touched someone's life so deeply is very comforting.

Part III.

Thank You Notes for Specific Items

In this section you will find notes for dozens of common gift items. If you don't see exactly what you're looking for, choose an item that is similar in nature and customize the wording for your situation.

The gift items are organized by major category; for additional assistance in locating a specific item, consult the Table of Contents.

Bed & Bath

Bath Linens

33 Thank you very much for the wonderful bath towels! They are exactly what we were hoping for! They are very luxurious and really liven up the bathroom. I appreciate your thoughtfulness.

Bath Products

34 Thank you so much for the lovely collection of bath products. The scent is intoxicating! It makes me feel very pampered and cared for. I'll be sure to enjoy my relaxing baths every more!

Bathrobe

35 Remember when you were a kid and you hated taking baths? Well, now I can't wait to take a bath (or a shower!), just to use the new robe you gave me! It's so plush and cozy; I know it will serve me well for years to come. Thank you for your thoughtfulness.

Bed Linens

36 I cannot tell you how much I want to go to sleep tonight! The bed sheets you sent are absolutely the softest, most luxurious linens I've ever owned. Thank you so much for your generosity. I will definitely have sweet dreams for years to come.

Breakfast Tray/Lap Desk

37 Thank you so much for the fantastic bed tray and lap desk! It is so functional and comfortable—it's exactly what I need to use my computer or do my nails in bed. It was so thoughtful of you to think of something so useful and personal. I really appreciate it! Hope to see you soon.

Books, Pens & Stationery

Book

38 Thanks so much for "Book Name." I've already started reading it, and can tell it's going to be one of those life-changing [gripping/page-turning/entertaining] tomes. It was very thoughtful of you to remember me, and I appreciate it very much.

Cookbook

39 Thank you for "Cookbook Name." Just reading through the recipes makes my mouth water! I'm so looking forward to making some of the dishes; I hope you'll come over for dinner soon to be a taste tester!

Journal

40 The handsome journal you gave me is already in use! Just having a place to write down my thoughts, goals and dreams feels good. Thank you for such a meaningful gift. It was very considerate, and I'm much obliged.

Pen

41 I'm writing this note with the beautiful pen you gave me. Thank you for such a rich and luxurious gift! It makes me want to write better ... and more. This is the kind of gift that I will keep for a long, long time and remember you always.

Stationery

42 As you can see, I'm writing this note on the lovely stationery you sent me for _____. It was so sweet of you to remember me, and I appreciate it very much. I have a great reason now for staying in touch!

Cash & Checks

Cash

43 Thank you very much for the money you gave me for _____. It was very generous! I've been saving for a new _____ and plan to use the money for that. I really appreciate your contribution to something that means so much to me. Thanks, too, for your good wishes. I really appreciate your remembering me.

Check

44 Thank you so much for the check you sent for my _____. It was so generous of you, and so kind to remember me. I've had my eye on a _____, and I plan to use the money for that. It will really come in handy! Thanks as well for your good wishes.

Clothing & Accessories

Belt

45 I just love the belt you gave me! It goes so well with my new suit, and I can't wait to wear it. You really have an eye for gifts that are as useful as they are beautiful. Thank you so much!

Blouse/Top

46 Today I wore the blouse you gave me. It fits beautifully and more than that, I feel great wearing it! So thank you very much for this wonderful addition to my new work wardrobe!

Jacket

47 Thank you so much for the gorgeous jacket! The detail and the stitching are just exquisite. It is such a beautiful piece, and it really complements so many things in my closet. Your generosity is very much appreciated!

Purse

48 Thank you for your lovely gift. The purse you gave me is just fantastic! It is so stylish and will keep my very organized. It was sorely needed, and I'm truly grateful for your thoughtfulness.

Scarf

49 Thank you so much for the beautiful scarf! The color is just perfect and I know I will get a lot of wear from it – and a lot of compliments on it! I really appreciate your generosity in remembering me.

Slippers

50 I just love my new slippers! They are so cozy and warm—and stylish, too! They really are perfect for these winter evenings. Thank you so much for your care and thoughtfulness.

Socks

51 Thank you for my new socks! Very practical, and very warm. Seriously, I really enjoy wearing them. And, I can take my shoes off at someone's house with confidence. (No holes!)

Sweater

52 Thank you for the beautiful sweater! I love the pattern, and the color looks great on me. It's very warm and goes well with so many things. I'm so appreciative of your thoughtful gesture. Thanks again!

Tie

53 Thanks so much for the new tie. It goes really well with my favorite suit. The color and pattern are perfect! I appreciate your thoughtfulness in making sure I'm always looking my best.

Wallet/Coin Purse

54 Thank you so much for the wallet. It was much needed! It feels really good to replace my old, tired wallet with something so smart and functional. It feels like a blessing of abundance, and I'm very grateful for such a gracious gift.

Electronics

CD Player/Radio

55 Thank you for the new radio! It looks great in my _____, and it sounds great, too! It is just what I needed to help the day move a bit more quickly. I will think of you every time I play it.

Computer

56 I am astonished and extremely grateful at your generosity in giving me a computer. This will help me with my work so much! It has already made such a difference in my life. It may sound cliché, but I really don't know how to thank you enough.

MP3 Player

57 Thanks for my fantastic new iPod! It holds so much music—it's like having a personalized radio station in my pocket. You know how much I love listening to music when I _____, so this is very useful, and very appreciated.

Tablet

58 I love my new iPad! How did anyone ever get along without one? I use it everywhere; it makes such difference in how I can stay connected. Thank you – please know that it will be well used.

Entertainment and Media

Movie DVD

59 Thanks for the addition to my DVD collection! I loved "_____." It's so entertaining! I know I will watch it again and again.

Movie Tickets

60 Just wanted to let you know that the movie tickets you gave me were put to good use!! _____ and I went to see _____ the other night and it was fantastic! Thank you for helping to make it a nice evening.

Music CD

61 I've listened to the _____ CD that you gave me over and over. It's so good! Thank you for thinking of me, and remembering how much I like music.

Theatre Tickets

62 I'm so looking forward to seeing _____! Your thoughtfulness in giving me the tickets is so much appreciated. Thank you – I already know it's going to be a marvelous evening!

Flowers

Cut Bouquet

63 I'm looking at the lovely blooms you gave me the other day. Thank you! They're still so fresh and fragrant. I love flowers; they just make the house more cheerful and welcoming. Just like you! I really appreciate your kindness in brightening my day. I hope yours is wonderful, too.

Houseplant

64 Thank you for the wonderful plant! It looks so healthy and really perks up the place. My intention is to keep it green and growing. It was very kind of you to think of me. I appreciate your friendship and look forward to seeing you soon.

Poinsettia

65 Thank you for the hearty poinsettia plant! It is really making the house look so much more festive and ready for Christmas. It's just perfect and so incredibly thoughtful of you. Sending you good wishes for the New Year!

Roses

66 Thank you for the stunning arrangement of roses. I can't quite believe it! They're simply gorgeous and their scent is divine. I'm quite touched by your thoughtfulness, and I'll cherish this moment always.

Food & Beverages

Candy

67 It's so "sweet" of you to remember me with the delicious box of candy. Sorry, I couldn't resist the pun – and I can't resist these chocolates, either! I don't think they'll last long ... but my gratitude for your kind gesture will.

Food Basket

68 The basket you gave us was just bursting with goodies! I can't wait to try everything. We've already dug into the _____ and it's delicious. Thank you so much for blessing us with such abundance.

Wine & Spirits

69 Cheers! And many thanks! We're already enjoying the bottle of _____ you gave us. Let's just say it's being put to good use. I really appreciate your hand in helping us toast to our good fortune.

Gift Cards

Generic

70 Thanks so much for the Visa gift card! As you know, we are going on vacation soon, and plan to use the card for dinner one evening. It is very much appreciated, and will help make our trip so much more enjoyable. We'll toast to you!

Retail Specific

71 Thanks so much for the _____ gift card! I have been saving up for _____ and this will definitely be used towards that purchase, and I can't wait! It was very kind of you to think of me; I'm very grateful.

Home & Garden

Bowl

72 The bowl you gave me is almost too nice to use, but I know I will put it to good use for lots of salads and sides. It is the perfect serving piece and you know how I love to entertain. Thank you so much for your thoughtfulness!

Candle

73 You have such a knack for gifts! I love the candle you gave me; it smells absolutely incredible. I have it _____ (in the kitchen, on my desk) and I'll think of you every time I use it. It makes the whole room more inviting, and I appreciate your kindness.

Candlesticks

74 Thank you for the classy candlesticks! They look perfect on the dining table, and they will be used for many meals to come.

Clock

75 Thank you for the graceful clock you gave me. I love things that are both functional and stylish, and this certain is both! It goes so well in the _____ (family room, bedroom, etc.) and will help keep us on time (hopefully!).

Photo Frame

76 Thanks for the cute frame! I love the photo you put in it, too! It looks perfect on the _____ (side table, mantle, dresser, etc.) and will remind me often of your great friendship.

Table Linens

77 I now have a reason for a dinner party – to show off the gorgeous tablecloth you gave us! It is just beautiful and will add a perfect touch, not only to the table, but to our home. Thank you for such a special gift.

Vase

78 Thank you so much for the lovely vase. It is just perfect for a bouquet—I picked one up at the store today—and it's just as decorative on its own. It definitely gives me a reason to treat myself more often to some beautiful blooms.

Jewelry

Bracelet

79 I love my new bracelet! It goes with so many things – it's so me! It just brings me joy to look at it and think of you. Thank you for such a beautiful and unique gift.

Cufflinks

80 Thank you so much for the cufflinks. They're such a perfect addition to my collection. They are really a conversation starter and I will wear them proudly, thinking of you.

Earrings

81 Thank you so very much for the earrings. They are really a reflection of me – they look quite good on me! You know me so well! I know they will quickly become my “go to” earrings and a part of my signature look.

Necklace

82 I've already worn the beautiful necklace you gave me, and got many compliments. It's just perfect, and I can wear it with so many outfits. I am very grateful for your thoughtful gift.

Ring

83 Thanks for the terrific ring! It fits perfectly, and reminds me of _____. I know I will wear it quite often, and I'll think of you when I do!

Watch

84 You certainly know what I need! The watch that you gave me is on my wrist as I write this; I've worn it every day since I received it, and I just love it. Thank you so much for your kindness.

Kitchenware

Appliance

85 Thank you very much for the _____ (coffee maker, waffle iron, mixer, etc.). It was much needed and will be very well used! It really helps to make my kitchen more of the heart of the home. Thank you for being a part of that!

Bakeware

86 I can hardly wait to get into the kitchen and whip up some fabulous baked goods with the new bakeware you gave me! I'm not sure my waistline will thank me, but I certainly thank you for giving me such great tools to work with. I'll be sure to share some goodies with you as well. Thanks again for your thoughtfulness.

China

87 I was so excited to unwrap the beautiful china you gave us. I just fell in love with it at the store, and now to see it in my own home, and to think about all the meals that will be shared because of your thoughtfulness ... well, it makes me really happy. Thank you so very much for such a special gift. I will treasure it!

Cookware

88 Thank you so much for the fantastic cookware you gave me! It might make a cook out of me yet! I've never had a full set of pots and pans before, so this is a real treat. The cookware will make such a difference in how I prepare my food now—it will be a joy instead of a chore. I will have to have you over for dinner!

Dishes

89 Thank you for the place settings you sent for my [our] _____. I [we] love to entertain and the new dishes will get plenty of use. They are just perfect; I hope to enjoy them for a very long time.

Flatware

90 What a step up the new flatware has been! Thank you so much for your generous gift. One never really thinks that something so everyday could make such a difference in enjoying a meal ... but it does! I will proudly set my table and think of you.

Stemware

91 I've heard people say that everything tastes better from a good glass, but I never believed it until now! Thank you very much for the wonderful new stemware. I look forward to having a nice glass of wine and will toast to your good health and success.

Perfume & Cologne

Aftershave/Cologne

92 Thanks for the aftershave. I've never had this brand before, and I love it! It works well on me, and makes me feel confident.

Perfume/Fragrance

93 Every time I spritz on the divine perfume you gave me, I feel like the most pampered woman on earth! Thank you so much! It really perks me up and helps me feel beautiful. I appreciate your thoughtfulness.

Shaving Products

94 Thank you for the luxurious shaving cream and products. I love the scent, and I've decided to keep it for my special occasion shaves or when I need a treat. It was very thoughtful of you, and a nice way that I'll remember you and your kindness.

Personal Services

Manicure/Pedicure

95 I cannot wait to get my nails done! Thank you so much for the manicure/pedicure gift certificate. It is such a luxury! I will definitely feel like a princess. Thanks so much for thinking of me; it was very considerate of you.

Massage

96 I'm so looking forward to a nice, long, relaxing massage. Thank you so much for the gift certificate! It will be such a treat – a little indulgent escape. I'm very grateful for your thoughtfulness.

Toys & Games

Board Game

97 Thank you for the _____ game. As you know, we enjoy having family game nights, and this will definitely go into the rotation! We've already played, and it's so much fun! I truly appreciate your thoughtfulness.

Playing Cards

98 Thank you for the unique _____ playing cards! They are perfect for my growing collection. I will have to have you over for games night one evening when you're available.

Stuffed Animal

99 Thank you for the stuffed _____ toy that you sent for _____. It is so soft and cuddly – I even enjoy it! It feels so special to be showered with lovely gifts from kind friends [family] like you. Thank you. I'll be sure to send along a photo of _____ playing with her new toy.

Video Game

100 Thanks for the _____ game. I didn't have that one yet, and really enjoy playing it. In fact, it is fast becoming one of my favorites. My friends like it too! I appreciate you thinking of me.

White Elephant

A real estate agent once told me, "There's always a way to tell the truth attractively." Keep this adage in mind when writing a thank-you note for a truly horrendous or bizarre gift. Unless the item is clearly meant to be a "gag" gift, it IS possible that the giver believed the item to be useful or attractive in some way. In this instance, acknowledge the gift and move on to some other topic where your sincerity can come out authentically.

Unwanted Gift Item

101 Thank you for the ceramic frog you gave Husband and me for our anniversary. I've never seen anything quite like it! It was so kind of you to attend the surprise party, and it was so good to catch up with you. Let's not make it so long between visits next time! I'll call you for lunch soon.

Other phrases to tell the truth attractively include:

"It's incredibly unique, and we really appreciate you thinking of us."

"You always have the most original ideas, and find the most clever things!"

"The _____ is such a conversation piece!"

Each of these statements is true and hints at approval without actually giving it. Once you've acknowledged the gift with your thank-you note, feel free to donate it to a charity of your choice. I firmly believe that every gift is the perfect gift for someone. And if the giver is upset that you didn't hold onto and proudly display the item, well, frankly that's their issue, not yours. You deserve to have a home you feel proud of, full of things you love and cherish. Cherish the giver always, and decide for yourself whether the gift serves you or not.

Part IV.

Thank-You Notes for Business

HIRING PROCESS

Hiring a new employee can be stressful for both the applicant and the employer alike. Showing courtesy and manners both inside and outside the interview room demonstrates the caliber of the people engaged on both sides of the process. In other words, thank-you notes and expressions of appreciation are a two-way street.

For Applicants

Interview

Sending a thank-you note following an interview is an excellent way not only to say thank you and show your courtesy, but also to sell yourself one more time. Use any knowledge about the company or the position that you gleaned from the interview to your advantage.

Because of the speed and efficiency of email, and the often time-sensitive and competitive nature of the hiring process, if you have the interviewer's email address, by all means send an email. Follow the same rules of greeting, acknowledgement, information and closing as set forth below. It may help keep you top of mind with the interviewer. Do not abuse the email address, however.

If you do not have the email address of the interviewer, send a thank-you letter or note through the postal service, but do it immediately upon returning from the interview.

Dear *Mr./Ms. Name*:

I appreciate your meeting with me earlier today. I am excited about the possibility of joining your organization as _____ (*job title*). The skills I developed while working at _____ (*prior employer*) will greatly assist me at _____ (*company name*).

Thank you again for your time. I look forward to hearing from you in the near future.

Sincerely,
Applicant

Acknowledgement of job offer/declination

There may come a time when you are offered more than one position and you have to choose one to accept. A prompt letter or email informing the non-prevailing employer(s) of your decision is a professional courtesy.

Dear *Responsible Person*:

I am truly grateful for the offer of employment which you extended me for _____ (*job title*). Unfortunately, I must respectfully decline your offer at this time. It was a delight getting to know more about _____ (*company name*) and I wish you and the company all the best.

Sincerely,
Applicant

For Employers

One of the worst feelings for a job candidate is not knowing what happened with a resume or application, or with an interview. It is incumbent upon the employer to inform all applicants of the status of his/her application and the hiring process. I cannot believe how many firms disregard this simple point to their own detriment. Failing to keep applicants apprised of the process often results in a negative view of the organization, and it is amazing how those views get expressed either publicly on social media or to existing employees who may be friends with the applicants. In other words, courtesy in the hiring process is a little-used form of public relations.

While form letters are acceptable for responding to a large applicant pool, as the process progresses to first and second interviews, a more personal message is required. In certain situations, a handwritten note may be preferred.

Initial acknowledgement of application/declination

Dear *Mr./Ms. (Applicant Last Name)*:

Thank you for applying for the position of _____. We have received a number of applications, and regret to inform you that you will not be considered for the position at this time.

Again, we appreciate your interest in *Company Name*, and wish you the best of luck in your endeavors.

Sincerely,
Responsible Person

Appreciation for candidacy/declination

When I interviewed for a position with the Nevada Community Foundation many years ago, I was one of two final candidates. Instead of a cold, "we've gone another way" form letter, I received a handwritten note from the executive director expressing his appreciation for my qualifications while informing me that I was not selected. Naturally I was disappointed in not being hired, but I will also hold the person and the organization in high regard because of the kindness with which bad news was delivered. (And obviously I'll tell other people about it, too!)

Dear *First Name*,

It was such a pleasure to get to know you and your work during the interview process for the _____ position. You are a truly remarkable individual, and I am impressed with your qualifications and credentials.

As you know, you were one of the finalists for the position. One of the other candidates had more experience in _____, and that was part of the deciding factor in offering that candidate the position.

I wish you all the best in your job search, and I know you will find the ideal position. Please let me know if I may of any assistance to you. I look forward to our crossing paths again.

Warm regards,
CEO

EXTERNAL

There are many situations where a business person, either individually or on behalf of a company, should express her thanks to someone outside the company. Most businesses have letterhead for formal business correspondence, but fewer organizations have more socially-minded stationery. Foldover note cards with the company's logo and a blank interior are inexpensive and ideal for quick, personalized notes. Ensure that every manager has a supply of these note cards to encourage this informal, but necessary, form of communication.

For being your client

Dear *Name*,

Just a warm "thank you" for being a client of *Company Name* this past year.

We want you to know we appreciate the business you have given us, and the trust you have placed in us. We hope to continue serving you in the future.

Client referral

Dear *Name*,

Thank you for referring _____ (*client name*) for my services. I appreciate the trust and respect that comes with such a referral, and want to assure you that your confidence will be justified.

Please feel free to call me if I may be of service to you at any time in the future.

Referral to service professional

Dear *Name*,

Thank you for your referral to _____ to help with our _____ needs. I appreciate your time in sharing your experience with them. We have contacted _____ and it appears they are a perfect fit. We look forward to working with them.

If I may be of service to you or return the favor, please do not hesitate to call.

Special service

Dear *Name*,

On behalf of *Company Name*, I want to thank you and your team there at _____ for the incredible service you provided to us on our last project. You delivered above our expectations, and helped us at a critical time.

Your interest in *Company Name* and the courtesy and cooperation you have extended, now and always, is sincerely appreciated.

Holiday gift

Dear *Name*,

Thank you for the _____ you sent us for the holidays. I can tell you the entire staff here at *Company Name* all enjoyed it! It really makes us proud and happy to work with fine vendors and partners like you.

We enjoy the working relationship we have with you, and look forward to continuing that relationship in the New Year.

Wishing you much joy and success!

Resources

Here are some of the stationers that offer good quality note cards and stationery. Many can customize your order with your initials or name.

Hallmark

www.hallmark.com

With its own line of stationery and thank-you notes, Hallmark products are sold in 39,000 retail stores in the U.S. and in more than 100 countries worldwide. Personalized notes are available both online and by special order in most retail stores.

Luxe Paperie

www.luxepaperie.com

Luxe Paperie specializes in letterpress stationery and offers a good range of thank-you note designs. International shipping available.

Paper Source

www.paper-source.com

Paper Source offers a wide range of thank-you notes and personalized stationery both online and in stores around the country. Very fun and unique designs!

Papyrus

www.papyrusonline.com

Papyrus carries dozens of Crane & Co. thank-you note designs and note cards, including engraved initial note cards, as well as eco-friendly choices made from recycled materials. Many retail locations across the U.S. and Canada.

The Stationery Studio

www.thestationerystudio.com

One of the first all-online personalized stationers, The Stationery Studio has more than 17,000 personalized products, with hundreds of note card options in a range of price points.

William Arthur

www.williamarthur.com

A purveyor of fine personalized stationery for more than 60 years, William Arthur offers a choice of printing processes to fit your budget, available online or through one of their authorized dealers. A list of dealers is available on their website.

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Bibliography

These are some of the titles from my personal library that I reach for when I'm stuck on how to word a letter of any kind.

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About Deanne Marie



Deanne Marie is transforming the lives of people who sometimes feel overwhelmed by the pressures of modern life with simple and elegant solutions for streamlining their home, enjoying meaningful relationships with family and friends, and creating the life of their dreams.

Author, award-winning speaker and in-demand inspirational leader, Deanne created her signature lifestyle brands Smart Solutions for Busy People and Your Virtual Decorator with the vision that everyone can love where and how they live. Her books, e-books and online resources provide both inspiration and take-action details for decorating, gift giving, organizing and entertaining to make everyday life and the holidays more meaningful, more joyful and more beautiful.

Growing up near Chicago, Deanne learned the arts of gift giving, entertaining, home decorating and more from her parents—creative and successful busy people who always found time for their families and friends. Deanne’s professional background in publishing and law, real-life experience with time management, interior design coursework and an innate talent for performing gracefully under pressure, combine to give her a unique perspective.

Deanne helps her clients and readers take the leap from frenzied to fulfilled, knowing that as they create the beautiful, comfortable homes, simple meals in beautiful surroundings and holidays and special occasions of their dreams, they are also creating the foundation for lasting, meaningful relationships – and memories they will carry throughout their lives.

Connect with me online for more tips & inspiration.



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