

## SAMPLE THANK YOU LETTER LETTER

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## Introduction

Thank you letter is considered to be the best mode of communication for expressing your appreciation towards other person who has done something special to you. You should express your grateful towards that person for his generosity. It will not take much of our time, but it will definitely make the other person feel special and appreciated.

## Sample Thank You Letter Letter Tips

Few tips should be considered for writing an effective thank you letter:

- First and foremost you should be sincere in expressing your gratefulness towards other person.
- You must appreciate the other person for his efforts in helping you.
- As a token of appreciation, you must enclose a small gift. This will definitely bring a smile on the other person's face.
- Once you have completed writing the letter, please recheck the same for grammatical errors or spelling mistakes.

## Sample Sample Thank You Letter Letter

To,

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Date (Date on which letter is written)

From,

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Sub: Sincere thanks for being with me

Dear Amily,

I would whole heartedly like to thank you for helping me in the preparation of our board exams. As you know, I was not well for the past one month and now when the exams are approaching near, I got worried. Thanks to you for your invaluable friendship. Your efforts and time in completing my syllabus and teaching me the subjects thoroughly is commendable. You have proved to be an angel for me.

With your help, I am now confident to appear for the exams. I am sure we both will clear the exam on merit basis. I will always be obliged to you for your generosity.

As a token of appreciation, I am enclosing a small gift with this letter. Hope you like it.

Once again, thank you for all the help extended to me in completing my syllabus.

Yours truly,

Jessica

## Sample Thank You Letter Letter Template

To,

\_\_\_\_\_

\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_

\_\_\_\_\_

Sub: \_\_\_\_\_

Dear \_\_\_\_\_, (Name of person to whom the letter is addressed)

I would sincerely like to salute our friendship. Friends like you should be treasured. I would like to sincerely thank you for \_\_\_\_\_ (Mention reason for thanking). The fact that you have always been there for me means a lot.

As a token of our association, I am enclosing a small gift for you with this letter. Please accept it as my thanks. Hope you like it.

I, once again, would like to thank you for all your help and time.

Yours truly,

(\_\_\_\_\_)

(Your name)

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