

## THANK YOU LETTER – SAMPLE THANK YOU LETTER

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## Introduction

Though “Thank you” constitutes only two words but they work wonders if expressed sincerely. Thank you letter can be written to anybody, whether it is your friend or a family member or any stranger for doing a favor to you. Though words also seem less when expressing gratitude, but it will make the reader feel appreciated. So, pick up your pen and write a thank you letter to express your gratefulness towards the other person. It can be written formally as well as informally.

## Thank You Letter – Sample Thank You Letter Tips

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

- First and foremost it is vital to express your sincere gratitude towards the person who has helped you / presented you a gift / send an invitation or any other favor.
- The letter should be written within 24 hours after the generous act.
- The tone of the letter should be polite and leave a personal impact on reader’s heart
- Once you have completed writing the letter, please recheck the same for spelling mistakes or punctuation errors.

## Sample Thank You Letter – Sample Thank You Letter

To,

\_\_\_\_\_  
\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_  
\_\_\_\_\_

Sub: Thanks for returning my purse

Dear Mr. Walter,

I would like to express my gratitude towards you whole heartedly for sending back my lost purse. I was overwhelmed to receive it back again. It was lost when I was returning back from work. I was very upset as it contained my driving license and ATM card. I am really grateful to you that after finding it, you immediately called me and sent it back to me. I am very happy to know that people like you also exist in this selfish world.

As a token of thanks, I am sending across a special gift for you. Hope you like it. I assure you that whenever you need any kind of help from me, I will be always there for you.

I, once again would like to express my gratefulness towards you for your kindness and generosity.

With regards

Peter Thomson

## Thank You Letter – Sample Thank You Letter Template

To,

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Date (Date on which letter is written)

From,

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

Dear \_\_\_\_\_,

I sincerely thank you for your act of kindness. I was really moved upon seeing .....(mention reason for thanking). You are like an angel of goodness for me. I have no words to express my gratitude towards you. Your timely help has improved things for me and I would like to repay your kindness with a small token. Hope you like it.

I, once again would like to express my gratefulness towards you for your generosity. It would be a privilege for me if I could be of any help to you in future.

With regards

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