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Letters.org

**Introduction**

Thank you letter is written to those who are very close to you and means a lot to you. The letter is written to express your sincerest thanks for the gifts, acts of kindness or for any help extended by them. A thank you letter acknowledges someone’s special efforts and time invested for you. It makes the other person feel great on receiving the thank you letter.

**Thank you letter template Tips**

Following tips are considered to be effective while writing a thank you letter:

* It is most important to express your sincerest thanks to the concerned person.
* Do mention about that the gift, or act of kindness or any help received and make sure to tell the person it all means a lot to you.
* The person should feel special on receiving the letter.
* Your feelings should be expressed in such a way that it should justify your sincerity
* Give an offer of help to the concerned future for anytime in the future.
* Once you are through writing the letter, please check the same for grammatical mistakes.

Sample Thank you letter template

To,

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

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

Date (Date on which letter is written)

From,

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

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

Sub: Sincere thanks for a lovely wrist watch

Dear Lucas,

I am truly overjoyed on seeing such a beautiful wrist watch. It was the one I was looking for; for quite some time now. It was very thoughtful of you to have gifted that to me. I wore it the same day.

More than the gift I sincerely appreciate the effort you must have put in to take out your time and get such a beautiful gift for me. You have made the moment truly memorable and this watch will always remind me of you.

Hope to see you soon.

Take care,

Alex

# Thank you letter template Template

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Name of person)

# I am truly overjoyed on seeing such a beautiful……………. (Name of the gift). It was the one I was looking for; for quite some time now. It was very thoughtful of you to have gifted that to me. I ……………….(Wore/decorated/used/ate) it the same day.

# More than the gift I sincerely appreciate the effort you must have put in to take out your time and get such a wonderful gift for me. You have made the moment truly memorable and this watch will always remind me of you.

# Hope to see you soon.

# Take care,

# Love always

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

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