

101 Ways to Say *Thank You!*

All-Occasion Thank-You Note
Templates, Social Media
Etiquette & Gratitude Guide

for Kids & Teens



Kelly Browne



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Social Media Etiquette & Gratitude Guide
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CHAPTER 1

Thank-You Notes 101 The Basics

For as long as we can remember, our parents, relatives, and teachers have never hesitated to remind us to say “please” and “thank you” for just about everything. From saying our prayers for the blessings we have to writing a thank-you note to a grandmother for the gift she sent you, the ever-present prompting of, “Well, what do you say?” seems to never go away, no matter how old you are. There may be moments when you may feel that your mother’s constant nagging is driving you crazy, to the point that you refuse to cooperate with her and throw yourself into a tantrum, but she really is trying to help you reap the benefits of being appreciative for what you have in this world to keep those blessings coming back to you. Starting today, take responsibility for choosing the kind of person you want to be, and give the gift of gratitude.

Why Saying “Thank You” Is Important

Besides showing good manners, the reason you thank someone for doing something nice for you or for giving you a gift is you want them to know you are grateful for their kindness. If you don’t thank that person, they might feel you didn’t appreciate what they did for you and worse, stop remembering you on special occasions! More important, when you thank someone, it makes him or her feel good inside—kind of like the way you felt when you opened your gift. Research has shown that sparkly feeling is contagious and gives people a sense of well-being. I call it the magic of gratitude. Get ready to count your blessings and make it your mission to make our world a better place!

“Thousands of candles can be lit from a single candle, and the life will not be shortened. Happiness never decreases by being shared.”

—attributed to Buddha

The History of Being Thankful

The origin of expressing thanks dates back in time and crosses many cultures and continents. In some form or fashion, the human race has been thanking a higher power for food, water, existence, and continued survival since the dawn of time.

- Ancient Egyptians thanked the Sun god Ra for giving them light, existence, and growth.
- American Sioux Indians thank the earth and sky and ultimately the Great Spirit.
- In Judaism, the Jews thank Yahweh for creation, freedom, and the gift of life in the Hebrew prayer, Modeh Ani.
- In 1621, the Christian Pilgrims gave thanks to God for their survival in America. That day of thanks is celebrated every November on Thanksgiving, a day set aside for thanking God for families and for the food on the table.

With a current world population of over seven billion people and many different religions, it is important to respect everyone's expression of thanks.

How to Write a Thank-You Note in Five Easy Steps

Start feeling good by being grateful for all the blessings in your life and send a thank-you note to brighten someone's day; remember, the magic of gratitude is contagious. Get a piece of nice paper and a good black or blue ink pen, or open a new document on your computer or electronic device:

1. Write the Date.

January 1, 2015

2. Write the Salutation, Followed by a Comma.

Dear (put the person's name here),

Example: Dear Mrs. Browne,

A salutation is a greeting or a gesture of welcome like "Dear" or "Dearest."

Always use an *honorific* when addressing an adult. An honorific is a word that expresses respect when addressing someone.

Sample Honorifics

Mr. (for all adult men)

Mrs. (for an adult married woman)

Mr. & Mrs. (for a married couple)

Master (for a young man)

Ms. (for a professional woman or if you are uncertain of what honorific to use)

Miss (for an unmarried younger woman)

Coach (for an athletic coach)

Reverend, Father, Monsignor, or Rabbi (for members of a clergy)

3. Write the Content of Your Thank-You Note.

Example:

Thank you for the gift card you gave me for my birthday. I am really looking forward to going shopping and picking out a cool drawing book.

- The content of your thank-you note is also known as the *body of the letter*. It is what you want to say or express to the recipient of your note.
- If you don't know what to say, remember it's a note, not a long letter. Just think of the moment when you opened your gift and how you felt when you saw it, and then tell them about it as if they were standing in front of you. Two to three sentences are enough, but be sincere and gracious in what you write.
- Use energetic adjectives and glowing superlatives to help you express your thanks. The "Thank-You Thesaurus" at the end of this chapter is a great reference to help you write your notes.

Example: Thank you for the gorgeous necklace!

4. Write the Closing Followed By a Comma.

Sincerely,

- The *closing* is the last thing you write before signing your name and informs the reader of your note that your message is ending.

5. Add Your Signature.

Ava Meldrum

- Your *signature* is your name, and it is an important part of your note because it tells the recipient who the letter is from—you! Make sure you write your name clearly so it can be easily read.

If you've created your thank-you note on your electronic device or computer and print it out on nice stationery, make sure to sign it with a good black or blue ink pen. All together, your note should look something like this:

SAMPLE CLOSINGS

Sincerely,
Love,
Gratefully,
Respectfully,
Gratefully yours,
Truly yours,
Fondly,
With all my love,
Sincerely yours,
Love always,
Very sincerely,
With affection,
Your friend,
Yours truly,

January 1, 2015

Dear Mrs. Browne,

Thank you for the gift card you gave me for my birthday. I am really looking forward to going shopping and picking out a cool drawing book. I really appreciate your thoughtfulness and hope to see you soon.

Sincerely,

Ava Meldrum

Choosing Stationery for the Perfect Thank-You

The kind of *stationery* or writing paper you choose to write your thank-you notes or letters on is important because what you select is a reflection of your personality and should also suit the occasion of your note. Especially in the digital age we live in, your choice of paper, color, size, or weight makes a statement not only about you, but also how you feel about the person you are sending your note to.

GRATEFUL SAGE TIP

Crane & Co. Stationery

Legendary stationery house Crane & Co. has been making gorgeous stationery on cotton paper for over two hundred years. In fact, patriot Paul Revere's banknotes were engraved on Crane & Co. stationery and helped finance the American Revolution. Visit their website at www.crane.com for ideas and to read about their history.

- Single and boxed blank cards with a beautiful picture on the front make great thank-you notes. These can be found in museum shops, bookstores, markets, and stationery stores.
- Cards with a preprinted inscription of thanks are also available, but make sure to include your heartfelt note of appreciation written inside. Don't just sign your name! Remember, if someone took the time to do something special for you, it is important for you to thank that person properly.

- Make your own thank-you card! Some stationery and craft stores have dozens of paper and envelope selections that can be printed in the store or at home. Don't forget to check out the selection of rubber stamps and inks you can use to design your unique card too.

THE GRATEFUL SAGE

What Is a Monogram?

A monogram is “a symbol that has the first letters of a person’s first, middle, and last names and that is put on towels, blankets, clothes, etc., as a decoration or to show ownership.”^[2] The initial of your last name would appear in the middle, with the initial of your first name on the left and the initial of your middle name to the right.

For example:

Ava Meldrum Browne: ABM

Social Stationery: The Stationery Wardrobe

As you grow older, the stationery wardrobe is a valuable tool to have on your desk. It consists of different kinds of social stationery and is typically personalized with your name or monogram. Typically, a wardrobe will contain some or all of these options:

Correspondence cards (4¼" × 6½"): This is the most useful stationery for writing short notes, thank-yous, and invitations. Only the front is used to write your note. Some cards include a small design or colored border and are typically a heavier card stock.

Informals (5¼" × 3½"): While their name might sound confusing, informals, or “fold-overs,” are formal notes that are folded in half and can be printed with your name or monogram on the front.

Single sheet stationery: Printed with your name and street address at the top, the choice and sizes of these papers are up to you and depend on the length and formality of your letter or note. Lighter in weight, they can fit through a printer, if necessary.

Envelopes: Envelopes are sometimes lined with another color of paper and should include your return address. Including your name is optional.

Calling cards: Calling cards are like personal business cards and are for new friends. They include your personal contact information, such as your name, phone number, and email address. You can simply use your name and phone number or your name and email address—it's up to you. These can be ordered online, in stationery stores, or consider printing your own at home.

The Global Envelope in Four Simple Steps

Now that your thank-you note is written, you need to send it in a matching envelope. Remember, the envelope is just as important as your note because it is the first thing the person you are sending it to sees, so you want to make a good impression. As you would do with any message you write and send to someone else, make sure you check your spelling and write as neatly as you can.

1. The *addressee's first and last name* (the recipient of your note, or to whom you are sending your thank-you note or letter to) should begin at the center of the envelope with the street address directly under it. On the next line, write the city, state, and zip code. The last line is where the name of the country your note is being mailed to should appear.

“Indeed, it is not intellect, but intuition which advances humanity. Intuition tells man his purpose in this life.”

—Albert Einstein, Nobel Prize for physics^[3]

Here is an example for mailing to an address in the US:

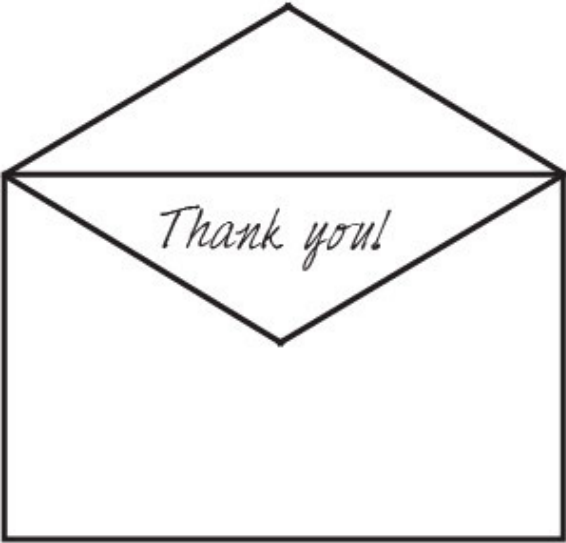
Name of Addressee:	<i>Mrs. Recipient's Name</i>
House Number & Street:	<i>4321 Street Avenue</i>
Town, State, Zip Code:	<i>Anytown, ST 80000-4321</i>
Name of Country:	<i>USA</i>

2. Your *return address* (the address of the person sending the thank-you note or letter) should appear in the upper left corner of the envelope or on the back flap. A return address is important because if the post office cannot deliver your note,


letter, or package, they will return it to you—the sender. The return address includes your first and last name. Your house number and name of your street should follow on the next line, and then the name of your city, state abbreviation, and zip code, like this:

Your full name:	<i>Your first and last name</i>
House Number & Street:	<i>1234 Street Avenue</i>
Town, State, Zip Code:	<i>Anytown, ST 80000-4321</i>

3. Insert your note, with the front of the note facing toward you, into the envelope and seal it.




4. Place a postage stamp in the correct amount in the upper right corner, and you are ready to mail it!

<i>Your first and last name</i> <i>1234 Street Avenue</i> <i>Anytown, ST 80000-4321</i>	
<i>Mrs. Recipient's Name</i>	

*4321 Street Avenue
Anytown, ST 80000-4321
USA*

Here are a few examples of how to address an envelope when sending your gratitude to global destinations:

United States of America: www.usps.com



RECIPIENT'S NAME
HOUSE NUMBER + STREET NAME
CITY/TOWN NAME, STATE + POSTAL CODE
USA

Australia: www.auspost.com.au



RECIPIENT'S NAME
HOUSE NUMBER + STREET NAME
SUBURB AND STATE/TERRITORY
POSTCODE
AUSTRALIA

France: www.laposte.fr



RECIPIENT'S NAME
HOUSE NUMBER + STREET NAME
POSTAL CODE, TOWN NAME
FRANCE

United Arab Emirates: www.epg.gov.ae



RECIPIENT'S NAME
TITLE and/or COMPANY NAME
PO BOX NUMBER
EMIRATE
UAE

Canada: www.canadapost.ca



RECIPIENT'S NAME

HOUSE NUMBER + STREET NAME
CITY, PROVINCE, POSTAL CODE
CANADA

Italy: www.posteitaliane.post



RECIPIENT'S NAME
STREET NAME + HOUSE NUMBER
POSTAL CODE, CITY, PROVINCE CODE
ITALY

United Kingdom: www.royalmail.com



RECIPIENT'S NAME
HOUSE NUMBER + STREET NAME
CITY/TOWN NAME, POSTAL CODE
COUNTRY (England/Ireland/Scotland/Wales)
UNITED KINGDOM

Twelve Tips for the Perfect Thank-You Note

1. Handwritten notes on nice stationery are always the best choice when deciding what kind of thank-you note to send.
2. Make your note personal and conversational; write it as if you were speaking with the person who gave you the gift. If you aren't sure what to say, write it out first on a piece of scrap paper or on the computer, and then copy it on nice paper.
3. Never send a note with misspelled words or mistakes. Check your grammar and spelling!
4. Always write neatly using your best handwriting.
5. Remember, the traditional writing instruments to use are black or blue ink, rollerball, or gel pens—never ballpoint pens or pencil. However, expressing your thanks is important, so if you need to use crayons, marker, or colored pencils to show your love—please do.
6. If you are more creative, draw a picture, write “thank you,” and sign your name. It's likely that any small gesture of your thankfulness will be appreciated by the person who sent you the gift, so feel free to create something from your heart.
7. Write your thank-you note as soon as you open your gift so you don't forget.
8. Always check to make sure you have the right amount of postage.
9. A thank-you note should be sent within two weeks of receiving a gift.
10. Always call when you receive a gift in the mail so the person who sent it to you knows you got it. You still need to send a thank-you note!
11. If you don't personally thank the person who helped you or gave you a gift, chances are good they won't do it again. So be grateful for your blessings.
12. Even if your thank-you note is late, send it anyway. It will still be appreciated!

The Thank-You Thesaurus: Glowing Superlatives and Energetic Adjectives

Include some of these words to add some pizzazz to your gratitude!

amazing astonishing *astounding* attractive awe-
inspiring **AWESOME** beautiful beyond belief
BRIGHT brilliant **COLORFUL** *dazzling* excellent
exceptional **EXTRAORDINARY** fabulous **FINE-**
LOOKING generous *gleaming* glistening glowing good-
looking **GORGEOUS** **HANDSOME** *hard-to-believe*
INCANDESCENT **inconceivable** INCREDIBLE
iridescent **lively** lovely luminous marvelous miraculous
MULTICOLORED **OUT-OF-THIS-WORLD** outstanding
radiant remarkable **RICH** shimmering shining
sparkling **SPECTACULAR** splendid startling striking *stunning*
surprising *unbelievable* **VIBRANT** **vivid** **WONDERFUL**

GRATEFUL SAGE TIP

If you need help writing in a straight line across the paper, visit my website www.KellyBrowne.net and download the *101 Ways to Say Thank-You* Lined-Paper Template to slip under your thank-you notes.

INTEGRITY

in · teg · ri · ty (noun)

1. The quality of being honest and fair.

First known use: fourteenth century^[4]

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