

Thank You Note Template for Thanking a Special Person

Use this template to write a thank you note for somebody who has made a difference in your life. Don't just fill in the blanks below. Take the time to write it on a blank piece of paper. This form is just to help you know what to put in your note.

Dear (fill in the person's name)

Thank you for

(List three reasons why you are really thankful for this person. Be as specific as possible. Instead of "You are nice", put something more specific like "You always make people feel welcome.")

I just want to say thank you again for all you have done for me.

Sincerely,

(your name - if you do this on a computer and print it out, sign your name on the paper)