

**Thank You Letter Template**

Dear \_\_\_\_\_\_\_\_\_

I just wanted to drop you a note to tell you THANK YOU! It was so kind of you to think of me this \_\_\_\_\_\_\_\_\_\_ (Christmas, on my birthday, etc…). I am so appreciate for the \_\_\_\_\_\_ (name of the gift) that you gave me.

I can’t wait to\_\_\_\_\_\_\_\_\_\_ (what you are going to do with the gift) .\_\_\_\_\_\_ (occasion/date) will be the perfect time to use it.

Every time I \_\_\_\_\_\_ (use, wear, listen, etc…) it I’ll be sure to think of you : )

It was so good to see you, looking forward to when I can tell you thanks in person.

All the best,

\_\_\_\_ (your name)