

# Thank You Letter Lesson (K/1)

## Objectives

- Learn to write thank you letters
- Follow the standard format for writing letters
- Practice proper sentence writing conventions

## Materials

- Pencils, crayons
- Fill-in or blank thank you letter

## Lesson Plan

1. Model and describe how to write the letter. Have children complete each section after you demonstrate.

**Date** Write the date: Jan. 1, 2012.  
Capitalize the first letter of the month.  
Put a period after month abbreviations.  
Put a comma after the day.  
Write the year.


**Greeting** Capitalize the D in Dear.  
Capitalize the first letter in a name.  
Capitalize the first letter in Aunt, Grandma, or Grandpa before a name.

**Body** Help children spell the name of the gift they received.

**Closing** Write closing words capitalizing the first letter: Love, Sincerely, or Your friend.  
Sign name under closing.

2. Have children personalize the note by drawing or coloring.

3. Have children take home an additional thank you letter to use at home.



\_\_\_\_\_, 2012

Dear \_\_\_\_\_

Thank you for \_\_\_\_\_


Love, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Fill in



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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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Blank



, 2012

Dear

Thank you for

Love,



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