

**AMERICAN UNIVERSITY OF ARMENIA**

**CENTER FOR STUDENT SUCCESS**

# **THANK YOU LETTERS**

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**Fall Semester 2013**

# THREE MAGIC WORDS

✓ Please



✓ Sorry



✓ Thank You



# WHY TO THANK PEOPLE?

Not just good manners...

Beneficial to the self:

- ✓ Improves well-being
- ✓ Boosts physical health
- ✓ Strengthens social relationships
- ✓ Produces positive emotional states
- ✓ Helps cope with stressful times



# BUT...

...we also say thank you because we want the other person to know we value what they've done for us and, maybe, encourage them to help us again in the future.

**ap-pre-ci-ate**

- Recognize the full worth of.
- Be grateful for (something).

# FORMS OF SHOWING YOUR GRATITUDE

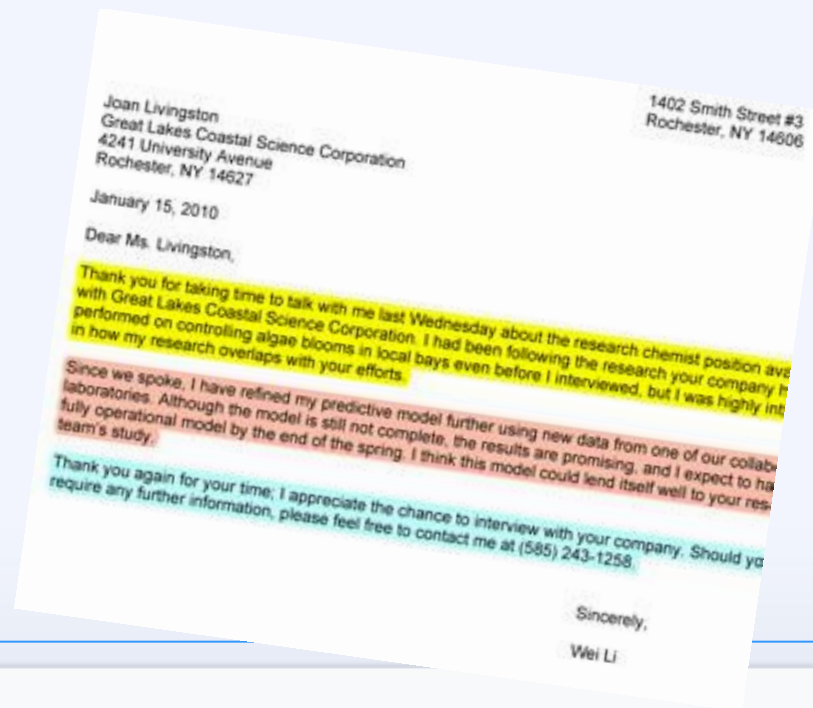
- Give a special note of acknowledgement
- Return the favor
- Say thank you
- Pay it forward
- Send a thank you letter



# THANK YOU LETTERS

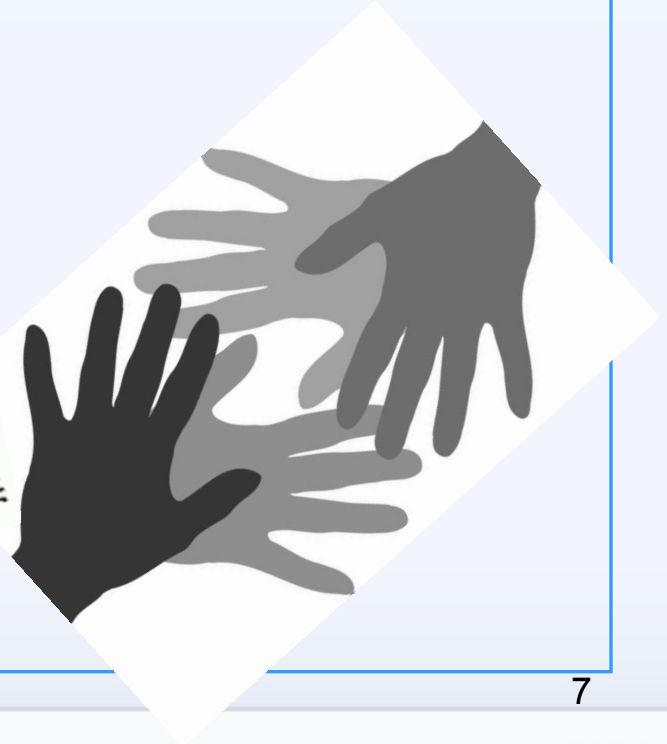


A type of correspondence in which the writer expresses gratitude for a gift, service, or opportunity.



# Why to write thank you letters?

To acknowledge things you value about people and their work.



# WHEN TO SEND A THANK YOU NOTE?

## Personal

- When you receive a gift (especially important for wedding gifts).
- When you've been a houseguest in someone's home (this is sometimes called a "bread-and-butter letter").
- When someone has done a particular favor for you.



# WHEN TO SEND A THANK YOU NOTE?

## Business

- After attending a job interview.
- After receiving a promotion or pay rise.
- After a business lunch, dinner or party.
- When an acquaintance has given you their time and advice.
- When a manager or professor has supplied you with a reference letter.

# ALL IN ALL:

- After an academic interview
- After a job interview
- After getting a job
- After a promotion or pay rise
- After getting a scholarship/Financial assistance
- After you finish a course
- After using a service

The list is endless...

# STRUCTURING A THANK YOU NOTE

- Include your address, the recipient's address, and the date.
- Address the recipient as “Dear *[name]*,” erring on the side of caution regarding formality. (“Mr. Jones” or “Dr. Smith” rather than “Bob”).
- Start by thanking them for the interview, pay rise, promotion, event, or other occasion that you're writing about.

# STRUCTURING A THANK YOU NOTE

- Go on to mention something specific about how it has helped you, or how you enjoyed the event. Be sincere, and make it clear how much you appreciate their time and effort.
- End with “Yours sincerely” when writing to someone you don’t know well (an interviewer or acquaintance from another company). If you’re writing to your boss or manager, “Best wishes” or “Many thanks” might be an appropriate way to close your letter.

# SOME MORE TIPS

- Send out your thank you letters *ASAP*
- Keep your audience in mind
- View the thank you as a follow-up letter
- If it is an interview thank you letter, use it to discuss anything of importance that your interviewer neglected to ask
- Thank everyone who helps you
- Writing a thank you note is a must!
- Remember to proofread
- Try to let your personality show through in your writing
- Choose words that demonstrate confidence and sincerity
- Be friendly but also professional

# SCHOLARSHIP THANK YOU LETTER FORMAT

[Date]

Dear [Name of Scholarship] for example, H-E-B Scholarship Endowment Donor(s),

**First paragraph:** state purpose of letter

**Second paragraph:** share a little about yourself, your background, goals, and indicate why the scholarship is important to you.

**Third paragraph:** close by thanking the donor again and make a commitment to do well with the donor investment.

Sincerely,

[Sign your name]

[Type your name]

[Your address]

[City, State, Zip]

# ALWAYS KEEP IN MIND...

**“Feeling gratitude and not expressing it is like wrapping a present and not giving it.”**



**–William Arthur Ward**



“Gratitude is the memory of the heart.”

*Jean Baptiste Massieu*



# TIME TO ACT...

You are the recipient of academic scholarship for the academic year of 2013-2014.



WOW! This is great news!

How will you express your gratitude through thank you letter?



# SAMPLE SCHOLARSHIP THANK YOU LETTER

I was very happy to learn that I was a recipient of the *[Name of scholarship.]* I am writing to thank you for your generous, financial support towards my higher education.

I am a Mathematics major who plans to pursue a teaching career in the secondary level. I am currently a junior and plan to graduate in the fall of 2012. After graduation, I will seek employment at one of our local public schools with hopes of inspiring other students to achieve a higher education.

By awarding me the *[Name of scholarship]*, I am able to concentrate on what is important for me, education. Your financial generosity has allowed me to be one step closer to my goal and has inspired me to help others by giving back to the community. I hope one day I will be able to help other students achieve their goal just as you have helped me.

# REFERENCE LIST

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