How to write a letter of thanks

Starting off

Your address (right)

Date (underneath your address)

Dear Sir or Madam *(or their actual name)*

Indent the first word under ‘Madam or name’

1st paragraph

Why are you writing to them? Rather than stating ‘I am writing to you...’ include a statement about how they have been an inspiration during this time.

Explain who YOU are, my name is...

2nd paragraph

This is the main part of your letter however you will mostly likely write more than one paragraph – when paragraphing remember to start a new paragraph for:

1. A change in time.
2. A change of place.
3. A change in topic.
4. A change in emotions or feelings.
5. A change of person.

Consider how they have been inspirational:

What have they achieved?

What barriers were in their way?

How have they shown resilience?

What are your opinions of what they have achieved? Have you done something similar or inspirational whilst on lockdown?

Last paragraph

Conclude your letter stating once again why you are writing to them and offering words of thanks to them.

Signing off

If you know them personally - Yours sincerely

If you don’t know them - Yours faithfully

Re-read your letter checking for any errors in spelling and punctuation – use a dictionary to help you.

Look at your vocabulary, can this be improved? Use a thesaurus to help you.