

**THANK YOU LETTER ASSIGNMENT**  
**MICROSOFT OFFICE**

**DIRECTIONS:**

You are to select a teacher, mentor, coach, or some adult who has had a positive impact on your life. Write them an appropriate thank you letter expressing your gratitude. You must have at least two – three paragraphs giving thanks. I have provided *examples* for each paragraph. Do not use these words, create your own words for your thank you letters!

**1ST PARAGRAPH:**

This will be two or more sentences. All you are doing is giving the reason for writing the letter and your first thanks. An *example* of this would be as follows:

“Dear Mr. Johns

I am writing to express my gratitude to you for all you have done for me. The face-to-face instruction you gave me outside of school helped me to achieve higher scores on the math section of the SAT.”

**2ND – 3RD PARAGRAPHS:**

These will be where you give concrete examples of how that person helped you. An *example* of this would be as follows:

“I can remember countless nights staying up late, studying and feeling frustrated that I was unable to easily solve the most basic math problems. It became apparent that I was going to need help. After we talked after class that one day, and you gave me some advice and tricks to remember, and you gave me your home phone number, I felt more at ease. I am so much more confident with math right now. I am 100% positive that my confidence can be directly attributed to your help.

Thank you again for your time, energy, and effort in helping me be the best I can be. I hope your holidays are terrific.”

**ADDITIONAL NOTES:**

Make sure you have the proper format. This means correct headings (with appropriate address if possible), line spacing and closing (no Love Always). If you don't know the person's address and they are a teacher/counselor/administrator use their schools address, if they are not a teacher/counselor/administrator then create a fictional one in the correct format. Save this letter as Thank You and upload it to your Google Docs. Do not use a footer on this assignment as we will be sending these to the people you are thanking!