

THANK YOU LETTER

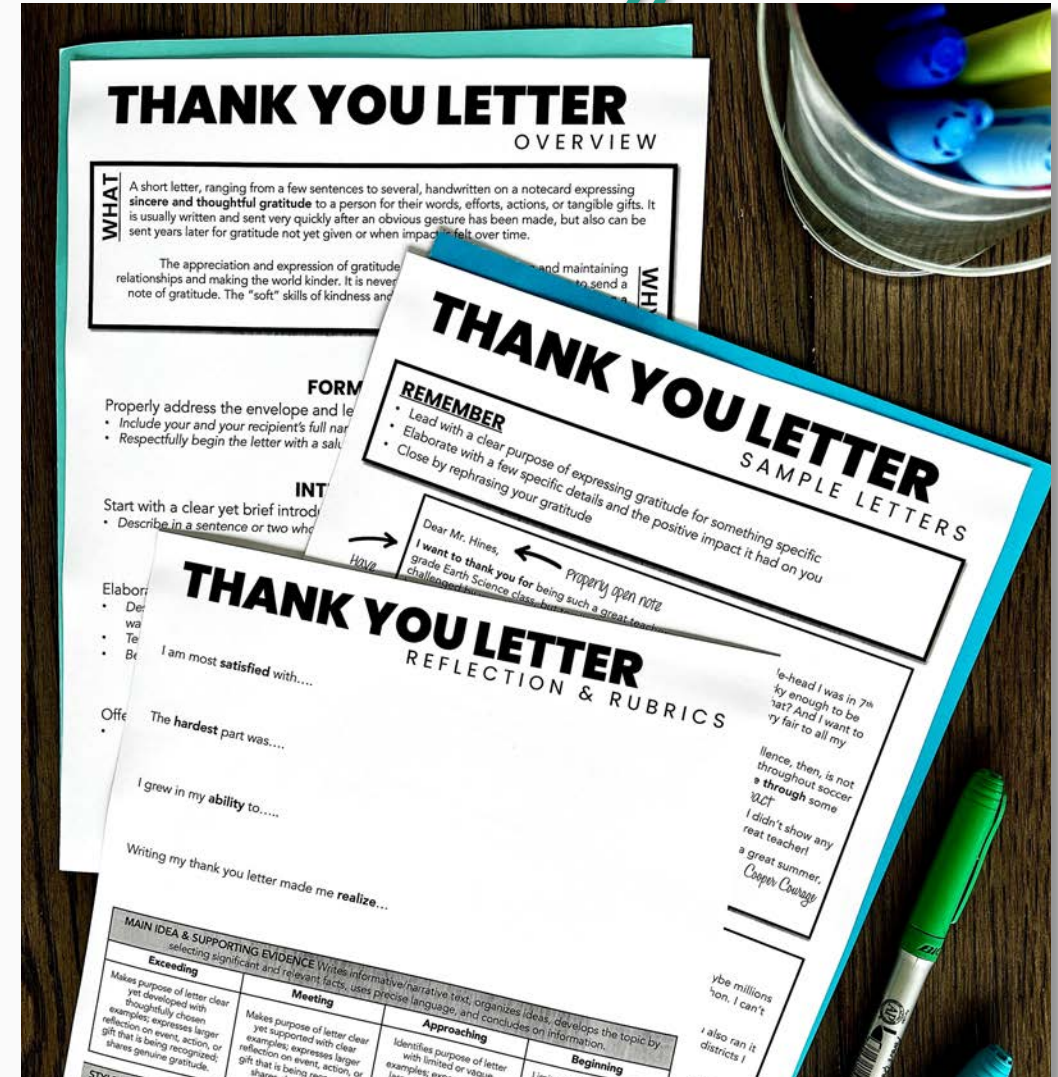
writing kit

Strengthen the real-world writing skills of crafting a thoughtful letter in this **complete step-by-step** kit.

SO MANY USES

Guest speakers & field trips
Letters of rec & job shadows
Teacher appreciation
End-of-year & graduation
Anytime!

BOTH PRINT & PAPERLESS INCLUDED



SUPPORT ALL *students*

Included forms and how-to sheets *highly scaffold the writing process* from start to finish.

WHAT'S INCLUDED

Step-By-Step Overview Sheet of what's included in a letter

2 Sample Letters with annotations showing different letter options
Reflections & Rubrics in half-sheet and full-sheet options

THANK YOU LETTER OVERVIEW

WHAT A short letter, ranging from a few sentences to several, handwritten on a notecard expressing **sincere and thoughtful gratitude** to a person for their words, efforts, actions, or tangible gifts. It is usually written and sent very quickly after an obvious gesture has been made, but also can be sent years later for gratitude not yet given or when impact is felt over time.

The appreciation and expression of gratitude do wonders for building and maintaining relationships and making the world kinder. It is never too late nor too silly of a reason to send a note of gratitude. The "soft" skills of kindness and politeness are key components to **living a fulfilled and successful life.**

WHY

FORMATTING

- Properly address the envelope and letter.
- Include your and your recipient's full name and address on the envelope
 - Respectfully begin the letter with a salutation and their proper title

The collage features several educational documents:

- THANK YOU LETTER RUBRICS**: A table with columns for 'Exceeding', 'Meeting', 'Approaching', and 'Beginning' under categories like 'MAIN IDEA & SUPPORTING EVIDENCE' and 'STYLE & FORMATTING'.
- THANK YOU LETTER SAMPLE LETTERS**: A document with a 'REMEMBER' section containing bullet points: 'Lead with a clear purpose of expressing gratitude for something specific', 'Elaborate with a few specific details and the positive impact it had on you', and 'Close by rephrasing your gratitude'.
- Sample Letter**: A handwritten letter addressed to 'Mr. Hines' with annotations like 'properly open note' and 'SHOW RESPECT'.
- Computer Monitor**: Displays a digital version of the 'Thank You Letter Rubrics' table.

FREQUENTLY ASKED *questions*

What grades is this best for?

It was designed for **middle and high school students**. Be sure to examine the preview and product description closely to decide if this resource is a good fit for your students.

Is this editable?

The rubric is available in print PDF and an editable Google Doc file that can be customized to meet your student's needs. The overview and sample letter sheets are available in print PDF and non-editable Google Slides.

Can I use this in a homeschooling setting?

Definitely! The **step-by-step overview and sample letter** guide you and your student(s) through this complete writing process for this writing format and skills.

What standards does this support?

Several! This kit supports writing, research, and social studies standards from various states, including:

- Develop writing by planning, revising, and editing
- Introduce, develop, and support a claim with relevant evidence
- Follow proper grammar and punctuation conventions
- Produce clear and coherent writing that is appropriate to the task, purpose, and audience