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## **Amplifying Life**

Shandi Andres, Family and Consumer Sciences Agent  
K-State Research and Extension, Flint Hills District

### Basic Etiquette of Thank You Notes

The discussion of thank you notes is constantly revolving and evolving. We often think of thank you notes for weddings, bridal and baby showers, graduations and special occasions. When we take the time to choose a gift for someone that we think they will really enjoy and can't wait to see their reaction, a "thank you" is music to our ears.

It is important to remember to acknowledge and express appreciation for gifts from others. Many times this can be accomplished with a well written thank you note. There are some key points to remember when writing thank you notes. For any gift received, a thank you note should be sent as soon as possible so that it is received within a timely manner. A handwritten note, sent within a week is the best time frame. A verbal thank you or email can be used but should not be used in place of a written note.

The wording for thank you notes does not have to be perfect but should be an expression of appreciation. Remember an imperfect note that comes with heartfelt sentiment is better than a perfect note that was never written. Notes can be sent on informal stationery with the exception of wedding thank you notes which are generally sent on formal stationery. It is suggested to make reference to the gift that was received in the note.

There are situations in which we commonly think of to send a Thank You: wedding gifts, sympathy flowers, memorial contributions or mass cards, gifts for a bridal or baby shower, graduation gifts, gifts received during a hospital stay. A few that are less commonly heard of but should be considered: to a hostess after a party that was hosted in your honor, after a job interview, when a friend helped you out with a special favor, or receiving a meal when you were sick.

I was often told if someone gave an hour or more of their time to you in some way it is appropriate to send a thank you note. A facilitator of an event that you attended, a coach who has invested in you through a season, someone who volunteered with an event you attend or helped with. For our 4-H youth, thank you notes should be a common practice to show an appreciation of those who invest in them with time, talents, energy, or money to show their support of the 4-er and the program.

Thank you notes are many times considered unimportant. Personalized notes are a way to show a genuine appreciation for the time, energy, talents, gift, or funds that are

invested into each of us and our relationships. It is important to remember that even if we dislike a gift, we should take the time to show our appreciation for the thoughtful gesture. I want to encourage you to send a thank you note to someone who has invested in you.

For more information on thank you note etiquette, feel free to contact me. Shandi Andres, Flint Hills Extension District, 501 W Main, Council Grove, KS 66846. (620) 767-5136 or [sdandres@ksu.edu](mailto:sdandres@ksu.edu)