



**Don't Forget Your Manners!**

**Thank You Note Personal Checklist**

- Does your thank you message have all five parts?..... **Y N**
- Is there a comma after the Salutation? ..... **Y N**
- Have you used the person's preferred name in the Salutation?..... **Y N**
- Did you mention the specific gift you received and how you will use it?..... **Y N**
- Did you include a personal statement to the receiver? ..... **Y N**
- Is there a comma after the close? ..... **Y N**
- Is there a date on the note?..... **Y N**
- Is the stamp on the envelope "straight?" ..... **Y N**
- Did you check the address to be sure it is current and correct?..... **Y N**
- Do you have your return address on the envelope?..... **Y N**
- Was your message mailed according to an accepted timeframe?..... **Y N**
- Are both the message and the envelope handwritten?.. **Y N**
- When you take the card out of the envelope, is it in a reading position?..... **Y N**

How did you do?

Here is a sample of the card and envelope.

Dear Janet,

The silver earrings you sent are the perfect accessory for the new black dress i bought to wear to my New Years Party. You always seem to know what i like.

Hope you have a profitable new year with your book.

Fondly,  
Judy  
12-18-2018

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