

Guidelines for *Writing* a Thank You Note



Just saying "thanks" will probably not spark a return message. But if you add at least one of the following ideas, you are more likely to hear back from a Goody Bag recipient!

Thank You Note "Do's"

- Do** . . . sign your First Name & Last Initial in the space provided
- Do** . . . add the name of your organization
- Do** . . . write clearly so recipient can properly spell name and organization
- Do** . . . include a "Thank You for all you do to keep my family safe!"
- Do** . . . be positive in your message
- Do** . . . mention your favorite things and ask them for their favorites
 - Food
 - Sports
 - TV shows/movies
 - Books
 - Hobbies
- Do** . . . mention your family members
 - Family First Responders
 - Family who served in the Military
 - Family friends who serve
- Do** . . . use pen & markers when writing notes for some extra color
- Do** . . . draw a little picture about something you said

Thank You Note "Don'ts"

- Don't** . . . mention death or dying
- Don't** . . . just say thanks, add some interest
- Don't** . . . place your Thank You note into a Goody Bag