

Thank-You Notes



Write thank-you notes as soon as possible, preferably within two or three days. Try to acknowledge holiday gifts before New Year's Day.

Tips:

- The sooner you write it, the easier it is
- Write the note as if you were speaking with the person
- Keep it short and sweet
- Personalize the note with the gift and giver
- Focus on the positive and don't mention any dissatisfaction with the gift