

23

Thank You Letter

New Skills

1. Format a modified block style letter.

Activity Overview

When writing a thank you letter, there are a few simple rules to follow. The objective is to keep the style casual yet sincere. Try to let your personality show through in your writing and choose words that demonstrate confidence and sincerity. In this activity, you will compose a thank you letter addressed to Double-Decker Café & Pastry Parlor and format it into a modified block style letter.

Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Set the left aligned tab at 3.25".
5. Review Figure 23-1 to reference the proper format and parts of a modified block style letter.
6. Type the handwritten thank you letter provided in Figure 23-2 and format it in a modified block style letter format. Type your home address as the return address, the current date for the date, and your full name as the sender's name.
7. Carefully proofread the document for spelling, grammar, and accuracy.
8. Save the document as THANKYOU.
9. Print the document if required by your instructor.
10. Using a blue or black pen, sign your name in the signature block of the letter.

NEW SKILL



Thank You Letter

FIGURE 23-1 Sample of a Properly Formatted Modified Block Style Letter

321 Sender Street
Sender City, SS 54321
Current Date¶

TAB → RETURN ADDRESS & DATE

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¶
¶
Recipient's Name
Recipient's Title
123 Recipient Street
Recipient City, RS 12345¶

INSIDE ADDRESS

¶
Dear Recipient:¶

SALUTATION

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Here is an example of a modified block style letter. Use a modified block style when you want to write a less formal letter. Start by setting a left tab at the center of your page at 3.25" so that you can easily position the return address and complimentary close. If you are not using a letterhead, be sure that your top margin is set to 2". All other margins should be set to 1".¶

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Just below the return address, type the current date, without abbreviations, and quadruple space to the inside address. Double space after the inside address and type the salutation. If you don't know the recipient's name, use "Ladies and Gentlemen" or "Good Morning" for the salutation. Next, double space to begin the body of the letter. The body of the letter is single spaced and has one blank line between paragraphs.¶

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Finally, after your last paragraph, double space to the complimentary close. Use an appropriate complimentary close such as "Thank you," "Sincerely," or "Very Truly Yours." Leave a quadruple space between the complimentary close and your typed name so that you may sign the letter with blue or black ink. Always be sure to proofread and spell check your letter before printing and mailing.¶

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COMPLIMENTARY CLOSE — TAB → Sincerely,¶

SIGNATURE BLOCK — ¶
¶

SENDER'S NAME/TITLE — Sender's Name¶
Sender's Title (if applicable)

BODY

23

Thank You Letter

FIGURE 23-2

Double-Decker Café and Pastry Parlor
999 South Main Place
Country Hills, MD 63921

Dear Mrs. Winowski:

As President of the Senior Class at Country Hills High School, I would like to personally thank you for your generous donation of catering our after-prom "All-Nighter." The sandwiches and salads were so delicious, but the huge hit of the night was the life sized bulldog cake in honor of our school mascot. You truly outdid yourself on that one!

The Senior Class had worked on this project for six months leading up to the prom. We felt we needed to do everything possible to provide a safe and memorable after-prom social. And, it was great for our parents, too. They got to get a good night's sleep knowing we were all safe.

The "All-Nighter" was an alcohol- and drug-free event and provided a place to just hang out and talk about our high school years. In addition, we put together a senior class slide show that showcased many humorous and memorable events of things done throughout the school year. Best of all, we all made it home safely the next day.

Thank you once again for your generosity, from the bottom of our hearts (and stomachs), too.

Sincerely,

Your Name
Senior Class President