Thank You Letter

Objective: Thank you letters can be tremendously powerful, for both the writer and the recipient. If done well, the letter allows the writer an opportunity to reflect and the recipient the feeling of success and accomplishment.

Our past determines our future.

Directions:

1) Think of someone, anyone, that has done something special for you to put you in your current state (physically, mentally, or emotionally). Write them a letter of thanks. You determine the length. All letters will be different, and of different lengths, dependent upon the unique situations for each of you.

2) Get this letter to the recipient by:

3) You may or may not receive a response. If you do receive a response I’d like you to hand write a summary of the response and how it made you feel. Write the response on the back of the copy of the letter you turn in.

4) I will collect a copy of your letter and the response with the rest of your career materials at the end of the unit.

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