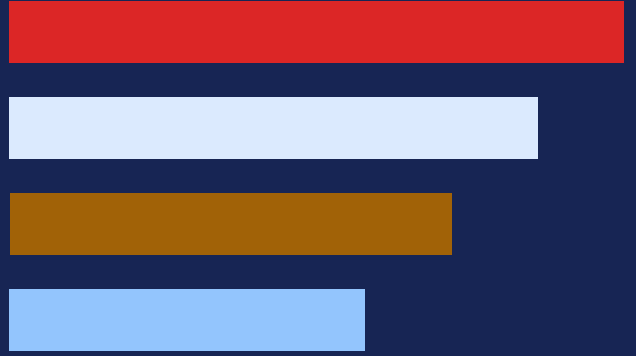




Thank-You Note Starter

Never miss a thank-you

General information only.

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Five-part note template

Fill in each part, then copy it onto your card.

1. Greeting (Dear ...)

2. Thanks, named specifically

3. Why it matters or how you'll use it

4. A look ahead

5. Warm sign-off and your name

Gift and thank-you log

Who gave what, and when you thanked them.

From	Gift or kindness	Date received	Note sent
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Occasion calendar

Birthdays, anniversaries and other dates to remember.

Month	Birthdays, anniversaries and dates
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

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Everyone in one place.

[illegible]

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