

Letters of thanks

Objectives

To know about the format and contents of thank-you letters;

To write appropriate thank-you letters, especially pay attention to the tone and language.

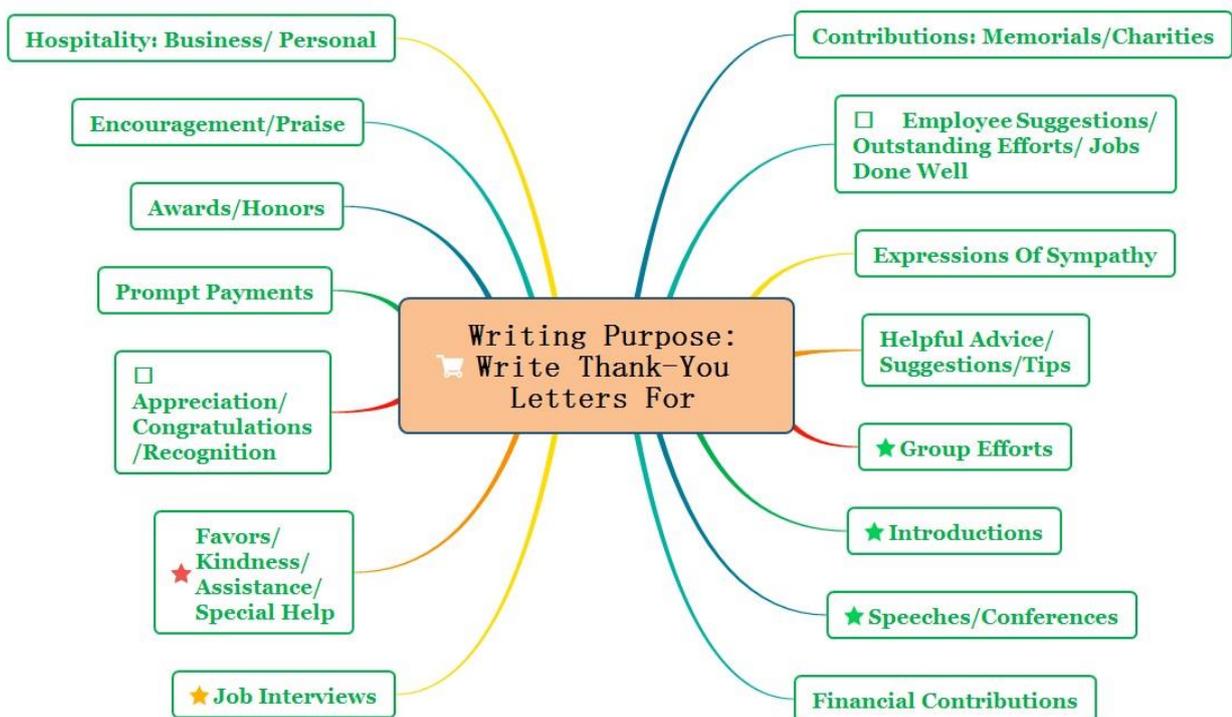
To recognize what a good thank-you letter is like.

Lead in

- When do you need to write a letter of thanks?
- Receive gifts/awards/honors
- Receive helpful advice/tips
- Receive encouragement/praise
- Receive prompt payments
- Receive financial contributions
- ...

Write Thank-you Letters for

- ◆ appreciation/congratulations/recognition
- ◆ favors/kindness/assistance/special help/advice
- ◆ gifts: business/personal
- ◆ job interviews
- ◆ expressions of sympathy
- ◆ hospitality: business/personal
- ◆ contributions: memorials/charities
- ◆ employee suggestions/outstanding efforts/ jobs done well



✔ Letters of thanks

- 要点齐全 content
- 条理清楚 layout
- 语言准确 language
- 交际得体 tone

◀ Layout

Letters of thanks-Readers-based

Beginning

Main Body

Closing/ending

🔥感谢信：致谢他人的馈赠、款待、帮助、以及对慰问信和祝贺信的回复。信件需写明感谢他人的理由，信文感情要真挚，措辞得体。

Structure:

第一段：表达感谢之情并说明原因；

第二段：细述并赞赏对方给予的帮助；

第三段：再次阐述谢意并表达回报愿望。

❖ Writing preparations

🕒 Part 1: Purpose of writing the letter

开头：表示高兴，表达问候，对写信提供帮助的事件主题进行点题并表示谢意。

1. I wish to thank you from the bottom of my heart for...
2. I'd like to convey in this letter my heartfelt thanks to you for your selfless help.
3. On behalf of..., I'd like to extend my sincere gratitude for your tender care and unreserved help.

🕒 Part 2: Body Arrangements

正文：对对方给予帮助的事件以及达到的作用和效果进行有层次的描述和赞扬。

1. You really added greatly to my convenience and pleasure of the whole trip.
2. I appreciate it more than I can say. / I can never thank you enough.
3. Many thanks for all the things you have done in helping us to...
4. It was so nice/ kind/ considerate/ thoughtful of you to have done sth. (It is + adj. + of sb. + to do sth. 结构)
5. It was your unreserved/selfless help that enabled me to do sth. (强调句)

🕒 Part 2: Body Arrangements

Natural transitions  In addition, Therefore, In short, once, as well, also, to be honest, what's more, however, meanwhile...

(内容真实，评誉恰当)

The content must be true, the appraisal be appropriate, not exaggerated, which sources from line.

Suitable Details? → Speak in moderation, and in narrative (用语适度, 叙事精炼) →

Express your gratitude in an enthusiastic, appreciate way

Part 3: Ending

结尾：表示再次的感谢及期待对方回信，并表达祝愿。

1. It was kind and generous of you to do this for me, and I appreciate it more than I can say.
2. I wish there were a better word than "thanks" to express my appreciation for your generous help.
3. Thanks again for your kind help./ Again, I would like to express our sincere thanks to you.

Useful words and expressions

- | | |
|----------------------|--------------------|
| ◆ priceless | ◆ timely |
| ◆ <u>remarkable</u> | ◆ <u>thrilled</u> |
| ◆ striking | ◆ tasteful |
| ◆ satisfying | ◆ <u>terrific</u> |
| ◆ <u>spectacular</u> | ◆ valuable |
| ◆ <u>tremendous</u> | ◆ <u>unique</u> |
| ◆ <u>icredible</u> | ◆ wonderful |
| ◆ thoughtful | ◆ <u>well-made</u> |
| ◆ <u>touched</u> | |

Writing help: Useful phrases

- | | |
|--|--|
| ◆ <u>rare</u> treat | who |
| ◆ absolutely <u>perfect choice</u> for me | ◆ <u>derived</u> great pleased <u>from</u> |
| ◆ appreciate your <u>confidence</u> /interest/ <u>kind words</u> | ◆ <u>heartfelt</u> /hearty thanks |
| ◆ <u>charming of</u> you | ◆ how kind/dear/ <u>thoughtful/sweet of</u> you to |
| ◆ cannot tell you <u>how delighted</u> I was | ◆ how much <u>it meant to</u> us |
| ◆ <u>convey</u> my personal thanks <u>to</u> everyone | ◆ I am very <u>much obliged</u> to you for |
| | ◆ It was a great <u>pleasure</u> |

Writing help: sentences

- All of us were touched by your thoughtfulness.
- How dear of you – we are delighted!
- I appreciate your advice more than I can say.
- I can't remember when I've had a better/more pleasant/relaxing /enjoyable time.
- I'll cherish your gift always.
- Special thanks to the doctors and the nurses at your hospital.
- Thank you for including me in this memorable/special event.

感谢信模板 1:

Dear _____,

➤ Purpose:

① I am writing to extend my sincere gratitude for _____ (感谢的原因).

➤ Body-examples of assistance or help:

② If it had not been for your assistance in _____ (对方给予的具体帮助), I fear that I would have been _____ (没有对方帮助时的后果). ③ Everyone agrees that it was you who _____ (给出细节).

➤ Closing-wish for continuous success, some forward-looking remark

Again, I would like to express my warm thanks to you! Please accept my gratitude.

Yours Sincerely / Faithfully / Truly,

🔗 Assessment

Work in groups of four. Each member read the article and others comment on your classmate's work. Then choose the best one out to show in the class. When you are discussing, you can pay attention to the following hints.

Purpose	Have you made the purpose clear?
Layout	Does the layout conform to the requirements?
Language	Are the sentences right? Have you used the proper punctuation, words, sentence and paragraphs to express yourself?
Content	Have you included all the points?
Are the details suitable?	

📧 Writing 1: (悉尼大学深造感谢信)

第一节 应用文写作 (满分 15 分)

假定你是李华, 外教 Mr White 去年十月推荐你去悉尼大学深造, 现在你已经被悉尼大学录取。请给他写一封邮件表示感谢, 内容包括:

1. 告知录取消息, 表达感谢;
2. 回顾 Mr White 对你的帮助;
3. 表达祝愿。

注意:

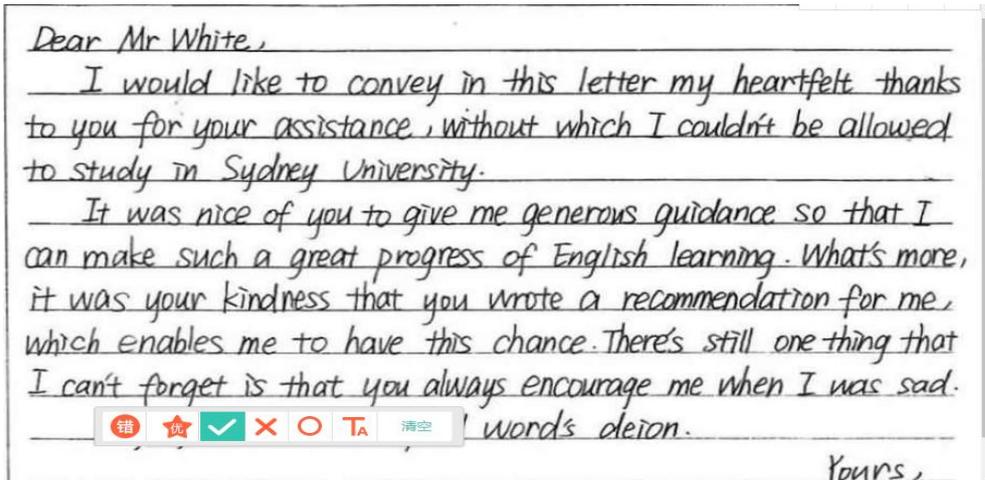
1. 词数 80 左右;
2. 可以适当增加细节, 以使行文连贯。

参考词汇: 推荐信 recommendation

悉尼大学 Sydney University

✂ Discovery (悉尼大学深造感谢信)

Student version



✂ Possible version (悉尼大学深造感谢信)

Dear Mr White,

I am writing to **extend my sincere appreciation** for your generous help, without which I wouldn't **have been admitted to** Sydney University.

It was your support and encouragement that made me **overcome the difficulty** in my application last October. **Not only** did you write a (letter of) **recommendation** for me to Sydney University, **but also** you gave me **detailed and practical guidance** on how to **fill** the application forms. You even spent several weekends **help me with my interview**, **which impressed me a lot**.

My true gratitude is **beyond description**. Thanks again and wish you all the best!

Yours sincerely,

Li Hua

✂ Writing 2 (伦敦之行招待-感谢信)

假如你是李华，在伦敦游玩期间你的英国朋友 Anne **招待**了你。请你给她写封信，表示**感谢**。要点如下：

1. 简述你的**伦敦之行**；
2. **感谢她的招待**；
3. **邀请她**来北京旅游。

Writing Sample: (伦敦之行招待-感谢信)

Dear Anne,

I'd like to **convey/express my sincere appreciation** for your **unreserved help and tender care** during my stay in London, **without which I wouldn't have enjoyed** it so much.

During the week, the **comfortable room**, **delicious meals** and especially your friendly family members all made me feel at home, **leaving me lasting memories**. **Moreover**, guided by you, **It was my honor to get a chance to** visit those tourist attractions in London and **be exposed to** such an **amazing culture** as well as beautiful scenery. **It was** your generous help **that** enabled me to **have a better understanding of** your country and culture.

Thanks again for your **kind assistance** and I will be more than happy to **have the opportunity to repay your kindness** by showing you around Beijing.