

Letters of thanks

Objectives

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

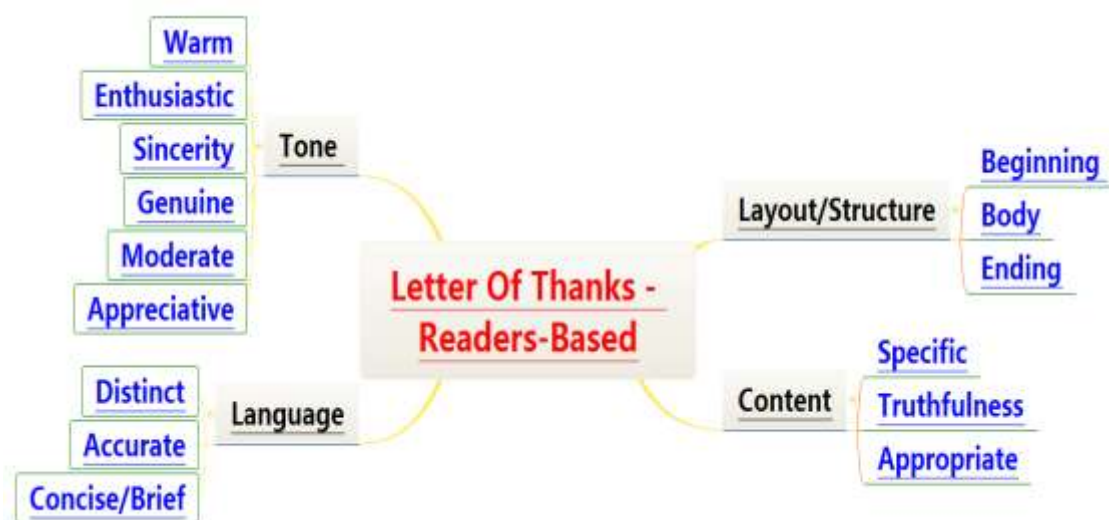
To write appropriate thank-you letters, especially pay attention to the tone and language.

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

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



Format

What should be included in a letter of thanks?

Dear Sir,

Beginning ---purpose

Why are you writing the letter?

Body---giving examples of assistance or guidance that you received

..... describing about your personal experiences, your feelings, etc

What do you thank him/her for?

Ending ---About the thankfulness and your wishes to reward

Yours faithfully

❖ Layout

Letters of thanks: Readers-based

Part 1: Purpose of writing the letter

Part 2: Body Arrangements

Part 3: Ending

❖ 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'm extremely grateful/thankful to you for your unselfish assistance during...
2. I'm writing to convey/express my gratitude for your kind/generous help during...
3. I'd like to take this opportunity to express my great appreciation for your timely help, patient guidance and positive support.

📌 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. Your warmth has made our brief stay here pleasant and memorable. (make + sth. +adj. 结构)
2. We were deeply impressed by sth. /Sth. impressed us so much. (被动语态和主动语态的简单句)
3. What impressed us most was sth. (主语从句)
4. What impressed us most was that+句子 (主语从句、表语从句)
5. It impressed us that +句子 (主语从句)
6. 句子, which impressed us a lot. (非限制性定语从句)

📌 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. I will be more than pleased if I have the opportunity to repay your kindness by...
2. My true gratitude/ appreciation is beyond any words/ description.
3. Do call on me if I can ever return the favor.
4. We appreciate your taking the time to write us.

🌀 Useful words and expressions

- ◆ appreciate
- ◆ charming
- ◆ cherished
- ◆ classic
- ◆ delighted
- ◆ elegant
- ◆ fascinated
- ◆ favorite
- ◆ flattered
- ◆ grateful

- ◆ generosity
- ◆ gracious
- ◆ hospitable
- ◆ impressed
- ◆ luxurious
- ◆ memorable
- ◆ overjoyed
- ◆ over-whelmed

🔥 Writing help: Useful phrases

- ◆ I will never forget
- ◆ meant a great deal to me
- ◆ more than a kind
- ◆ one of the most memorable days of my trip
- ◆ one of your usual inspired ideas
- ◆ Please accept my gratitude/ our sincere

- ◆ appreciation
- ◆ profoundly touched by
- ◆ quite out of the ordinary
- ◆ really appreciate your help

- ◆ thoroughly enjoyed myself
- ◆ we want you to know how much we value
- ◆ What a joy it was to receive

✿ Writing help: sentences

- Thank you for your generous donation to...
- Thank you so much for agreeing to speak to our study club.
- I don't know how I would have managed without your help.
- Your support and patient guidance is greatly appreciated.
- I sincerely appreciate your time and attention.
- I'd like to express my appreciation for the knowledgeable and sympathetic care you gave me during my...

✿ 感谢信模板 2:

Dear _____,

➤ Purpose:

① Many thanks for _____. I'm writing to you about my gratitude for _____. (开门见山交代感谢原因)

➤ Body-examples of assistance or help:

② But for your help, _____ (从反面衬托对方的作用). It's very kind of you to _____ (从正面说明对方的作用). I hope to have the opportunity to express my gratitude to your kindness. I will feel very honored and pleased if _____ (提出回报对方的方式). Would you please let me know? (希望对方给予回应)

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

③ Thank you again for what you have done. (再次表达感谢)

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 3 (生日聚会热情款待-感谢信)

假设你是李华，昨天参加了美国朋友 David 的生日聚会，请你给他写封信，表示感谢。要点如下：

1. 简述生日聚会的盛况，表达对聚会的喜爱；
2. 感谢他的热情款待；
3. 对 David 的祝福。

注意：

1. 词数 80 左右；
2. 可以适当增加细节，以使行文连贯。

Format (生日聚会热情款待-感谢信)

Dear David,

Para 1: Writing purpose--show your gratitude

Para 2: Body: Detailed reasons and examples of your thanks (personal experiences and feelings about the party...)

Para 3: Ending: Express your appreciation again and show your expectation to reward.

Yours sincerely,

Li Hua

Format (生日聚会热情款待-感谢信)

Para 1: Writing purpose--show your gratitude

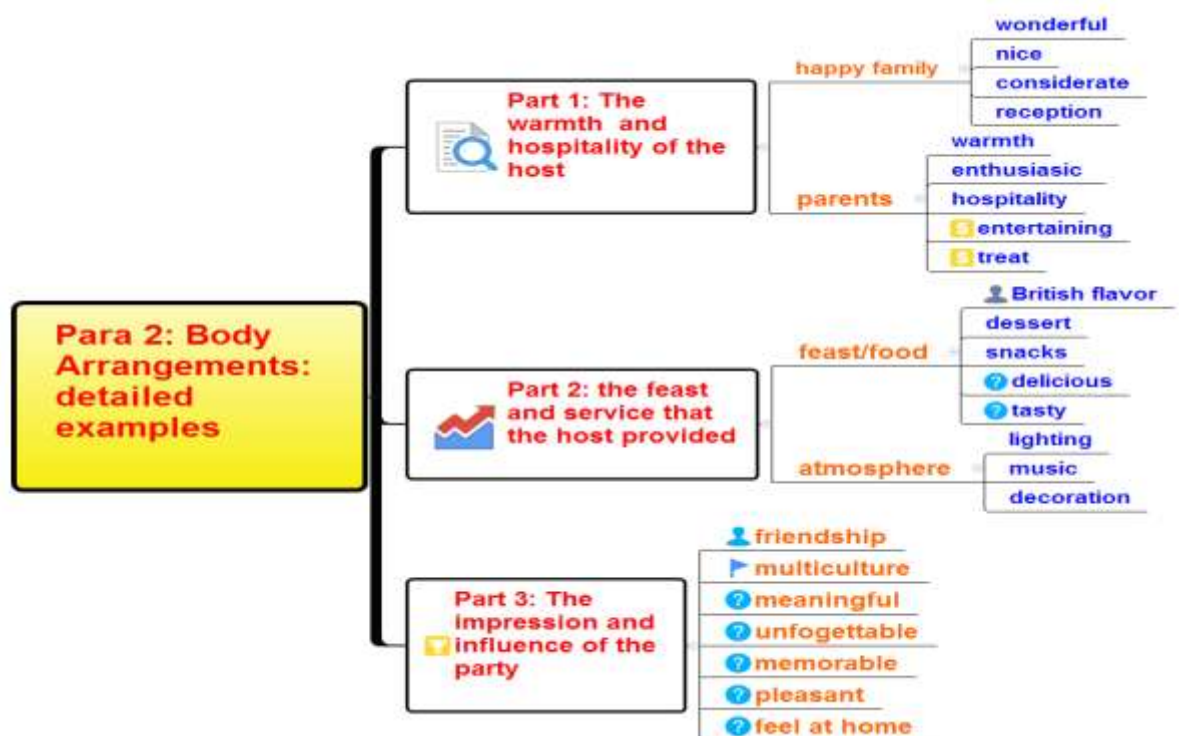
1. I'd like to express/extend my grateful/hearty/authentic thanks/feeling to you.
2. Thank you for inviting me to your birthday party.

Para 2: Body Arrangements

Part 1: The warmth and hospitality of the host

Part 2: the feast and service that the host provided

Part 3: The impression and influence of the party



Para 2: Body: Detailed reasons and examples of your thanks

(personal experiences and feelings about the party...)

1. Your warmth and kindness made my brief stay in your home pleasant and memorable.
2. It was so nice and considerate of you to have prepared us so many delicious British flavor.
3. What impressed me most was your parents' warmth and hospitality.
4. Not only did the party you hosted enhance our friendship but also bridge us with multiculture.
5. What a meaningful and unforgettable feast I had!

Para 3: Ending: Express your appreciation again and show your expectation to reward.

1. Thanks again for your dinner and wish you all the best!
2. Please accept my sincere thanks again for... Wish you a healthy and happy life!
3. Your hospitality really means a lot to me. Good luck and stay well!
4. Words fail to express my deepest gratitude .Best wishes to you!

✿Writing Sample

Dear David,

I'd like to express my sincere gratitude to you. Thanks for inviting me to your birthday celebration last night, which brought me quantities of entertainment.

During the party, what impressed me most was your happy family. Both your parents deeply love you and showed their hospitality to all of us. I really appreciated it because it made me feel at home. And the dessert and other snacks you offered were tasty. Additionally, the light music and candle light created a nice and warm atmosphere where I was able to open my heart to your other friends like brothers and sisters.

Thanks again for your dinner. I'm in the expectation that you'll be as joyful as last night forever, which will remind me of the unforgettable experience that I have.

Yours ever,

Homework

1. Write down your improved sentences.

2. Write another thanks letter.

假设你是红星中学高三(1)班学生李华，请根据以下内容在校刊上发表一封**感谢信**，表达你对因病耽误上学而得到老师和同学们帮助的**感谢**。

1. 上周你因发烧在家**休息一周**；
2. 休息期间老师、同学**打电话、发短信问候**你；
3. 本周上学后同学主动**借笔记**给你，老师利用休息时间**给你补课**；
4. 对老师和同学表示**感谢**。

Writing Sample

Dear classmates,

I'm taking this opportunity to express my sincere thanks to teachers and classmates.

I **had a fever** and had to stay at home for three days last week, **In the meanwhile**, my teachers and classmates **phoned** or **text messages** to comfort me. My classmates **offered me their notes** and my teachers spent their spare time giving me lessons. **With their unreserved help**, I have **made up what I missed out** in class and **did quite well in** the monthly tests.

I'm so thankful to them for **what they have done for me** that my appreciation is **far beyond the words I can express**.

Yours
Li hua