



Correspondence Bites

Vocabulary Bites

*Appreciate

To recognize someone's kindness, help, or effort.

Examples:

I really appreciate your help.

We appreciate your support.

Thank you. I truly appreciate it.

*Grateful

Feeling thankful for something someone has done.

Examples:

I am grateful for your kindness.

I'm very grateful for your support.

*Thankful

Feeling pleased and appreciative.

Examples:

I'm thankful for your generosity.

We're thankful that you could join us.

Grammar Bite: grateful for • thankful for

*Kindness

The quality of being caring and helpful.

Examples:

Thank you for your kindness.

Your kindness meant a lot to me.



***Generosity**

The willingness to give or help others.

Examples:

Thank you for your generosity.

We truly appreciate your generosity.

***Support**

Help, encouragement, or assistance.

Examples:

Thank you for your support.

Your support made a big difference.

***Thoughtful**

Showing care and consideration for other people.

Examples:

Thank you for your thoughtful gift.

That was very thoughtful of you.

***Means a Lot**

A common expression used to say something is very important to you.

Examples:

Your help means a lot to me.

Your encouragement means a great deal to me.

***Looking Forward to...**

A polite way to end many thank-you notes.

Examples:

I look forward to seeing you again.

I look forward to working with you.

Grammar Bite:

look forward to + noun / verb + -ing

- I look forward to **hearing** from you.

- We look forward to **meeting** again.



***Stay in Touch**

To continue communicating with someone.

Examples:

I hope we can stay in touch.

Let's stay in touch.

****Useful Thank-You Expressions**

- Thank you so much for...
- I really appreciate...
- I'm grateful for...
- It was so kind of you to...
- Thank you for taking the time to...
- Your help meant a lot to me.
- I truly appreciate your support.
- Thank you again for everything.
- I hope to see you again soon.
- Looking forward to seeing you again.

