



Correspondence Bites

What Doesn't Need to Be Included

A thank-you note should focus on appreciation.

Avoid including information that distracts from your message or makes the note feel uncomfortable.

1. A Long Story

Your thank-you note is not the place to tell your entire life story.

**

After I got home, I cleaned the kitchen, watched TV, called my sister...
Simply thank the person.

2. Repeating "Thank You" Too Many Times

Expressing gratitude is important, but repeating the same sentence over and over sounds unnatural.

**

Thank you so much. Thank you again. Thank you for everything. Thank you once more...
Instead, thank the person once, then explain **why** you are grateful.

3. Overly Emotional or Dramatic Language

Keep your message sincere.

Avoid making it sound exaggerated.

**

This was the greatest day of my entire life!

**

I can never repay you for what you've done.

Unless the situation truly calls for it, simple and honest is more effective.

4. Unnecessary Details

The reader doesn't need every detail of what happened after the event.

Stay focused on your appreciation.



5. Complaints or Negative Comments

A thank-you note should have a positive tone.

Avoid mentioning problems or disappointments.

**

Thank you for dinner. The chicken was a little dry, but everything else was great.

6. Requests for More Favors

A thank-you note should not immediately turn into another request.

**

Thank you for writing my recommendation letter. Could you also write another one for my internship?

Express your gratitude first. Save new requests for a separate email whenever possible.

7. Insincere Compliments

Don't exaggerate or flatter someone just to sound polite.

People usually recognize when compliments aren't genuine.

Be honest and specific instead.

8. Guilt or Apologies That Take Over the Note

A brief apology may sometimes be appropriate, but don't let it become the main focus.

**

I'm so sorry I wasn't a better guest...

**

I feel terrible that you spent so much money on me...

Keep the attention on appreciation, not guilt.

A Good Rule to Remember

A thank-you note should leave the reader feeling appreciated—not uncomfortable.

Be sincere.

Be specific.

Be positive.

A thank-you note is about the other person, not about you.

