



Correspondence Bites

Your Turn!

Now it's your turn to write a thank-you note.
Use everything you've learned in this chapter.
Remember to include:

- ✓ An appropriate greeting
- ✓ A clear expression of appreciation
- ✓ What you are thankful for
- ✓ A personal touch
- ✓ A positive closing

Situation 1

A friend gave you a birthday gift that you really liked.
Write a thank-you email.

Subject

Greeting

Your email

Closing

Challenge

Now choose **ONE** of the following situations and write another thank-you note.

- ☐ A professor wrote you a recommendation letter.
- ☐ A friend invited you to dinner.
- ☐ A coworker helped you complete an important project.
- ☐ A neighbor helped you while you were away.



- ☐ Someone gave you a thoughtful gift.
- ☐ A mentor gave you valuable advice.
- ☐ You were invited to stay at someone's home.

Planning Box

Before you begin writing, answer these questions.

Who are you thanking?

What did they do for you?

What did you especially appreciate?

What personal detail can you include?

How will you end your note?

Self-Check

Before sending your thank-you note, ask yourself:

- ☐ Did I thank the person right away?
- ☐ Did I clearly explain what I'm thankful for?
- ☐ Did I include a personal touch?
- ☐ Does my note sound sincere?
- ☐ Is my tone appropriate for the situation?
- ☐ Did I end on a positive note?
- ☐ Is my message clear and concise?

Bite Challenge

Now compare your thank-you note with the sample notes in this chapter.

Ask yourself:

- Would the recipient know exactly **what** I'm thanking them for?
- Does my note sound **genuine** rather than generic?
- Did I include a personal detail?
- Is my message focused on the other person rather than myself?



- Is there anything unnecessary that I could remove?

If you answered **yes** to the first four questions and **no** to the last one, you've written an effective thank-you note!

I actually like this even better than the invitation exercise because it reinforces the central idea of the chapter:

A good thank-you note isn't judged by how long it is—it is judged by how sincere, specific, and personal it is.

A Word About AI and Sample Templates

Today, writing a thank-you note has never been easier.

You can ask AI to write one in seconds or copy a sample from countless websites and guidebooks.

The problem isn't using these tools.

The problem is sending a message that sounds exactly like everyone else's.

Imagine you're a hiring manager who has just interviewed twenty candidates. The next morning, your inbox is filled with twenty follow-up thank-you emails.

Many of them begin with the same phrases.

Many of them use the same examples.

Many of them sound almost identical.

Which one will you remember?

Probably the one that feels genuine.

The one that mentions something specific from the interview.

The one that sounds like it was written by a real person—not copied from a template.

AI and sample emails can be excellent starting points, but they should never be your final product.

Always add your own voice.

Mention a real detail.

Refer to a real conversation.

Express genuine appreciation.

That's what makes a thank-you note memorable.

