

#### WRITING A THANK YOU LETTER

Name: \_\_\_\_\_

#### A Thank You Letter

STEPS	POSSIBLE SENTENCES
<b>Step 1:</b> First thank the person.	<ul style="list-style-type: none"><li>• Thank you so much for being a wonderful tour guide.</li><li>• I want to thank you for all your help, hard work, and patience.</li><li>• You were the best tour guide I ever had.</li></ul>
<b>Step 2:</b> Explain why you are grateful.	<ul style="list-style-type: none"><li>• You chose places and exhibits that were interesting and never boring.</li><li>• You did your best to listen to and fix all our complaints.</li><li>• You turned a bunch of tourists into good friends.</li></ul>
<b>Step 3:</b> End with your thanks once again.	<ul style="list-style-type: none"><li>• Thanks again for everything.</li><li>• Thanks. It was a pleasure to be on tour with you.</li><li>• Thanks again. My tour of Washington was fantastic.</li></ul>

Dear Gina,

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Best wishes,  
Ricardo