Business Thank You Letter
Drafting Worksheet

I want to thank:

Because:

Name of the person I'm going to write this letter to:

Company Name:

Company Address:

Do I know this person already?

What are 3 reasons why I want to thank this company or person?

1.

2.

3.

Before we write, we plan what we will write. This is called prewriting. It saves time because we know what we want to say. If you think before you write, you can focus on the words that get your message across. Imagine what a better place the world would be if more people sent thank you letters!