

How to Write a Gratitude Letter

A really effective letter of gratitude will contain the following characteristics. It will:

- **Be specific** Name the gift you are grateful for. This might be an act of kindness or a role model rather than a material gift.
- **Acknowledge that it was a gift** Gifts are acts or items that take some kind of sacrifice or sharing on the part of the giver and provide benefit to the receiver. Often, part of a gift is that it was now owed or earned.
- **Acknowledge the sacrifice or sharing behind the gift** It is important here to think of cost in non-material terms like time, effort, attention, sacrifice or sharing a part of themselves.
- **State the Benefit to you** Tell your benefactor what the gift means to you. Does it inspire you or make you feel loved? Does it help you in a material way or provide you with an opportunity?
- **Say what you will do with that gift** Will you treasure it, will you draw on its inspiration, or use it to accomplish something? Or, will you use that gift to give to others.
- **Say Thank you** Remember to say what you set out to say, I appreciate the gift and feel gratitude for it.



If you really want to touch someone, send them a letter.

This lesson is from <http://www.happylifeu.com/Appreciation-Letter.html>