

March 1, 2021

Dear Friend,

One of the most thoughtful acts in society today is that of a handwritten note. It's an artform, really. By taking the time to sit down and encourage someone else through the written word, all while using beautiful penmanship, we are creating a tangible memory for someone. We are reaching out in a time-tested way and saying with carefully chosen words, "I see you, and I am here for you."

In our increasingly digital world, a note of gratitude or encouragement is a small way to deepen a relationship with a friend. And a sympathy note is almost a gift in and of itself. To have words that honor a loved one, or bring back memories, is a treasure for someone who is grieving.

Whether it's a note of sympathy, congratulations, or a simple "thinking of you," I hope this guide helps you when words are hard to come by. It might be handy to print this guide to keep with your stationery so that you are never at a loss for what to say.

Thank you for continuing the lovely tradition of handwritten notes – your loved ones will be so grateful that you did!

Sincerely,

Lee Cordon

Founder of DoSayGive

# *How to Write a Thank You Note*

**Date:** March 1, 2021

**Greeting:**

*Dear {Name},*

**Sentence #1: Use an introductory phrase of thanks.**

*Thank you for the...It was such a nice surprise to receive the...We had a wonderful time at the...*

**Sentence #2: Include a nice detail that compliments the person's thoughtfulness.**

*You put so much love into every detail...Hydrangeas are my favorite flower...*

**Sentence #3: Give an example of how you will use it.**

*I have them on my dining room table..., I can't wait to use the clutch this fall...We enjoyed the banana bread all weekend...*

**Sentence #4: If the situation warrants it, express your gratitude for the relationship.**

*We could not have gotten through these past few weeks without you...I am so blessed to have a neighbor like you...*

**Closing**

*Best, Sincerely, Yours, All my Love,*

**Sign Your Name**

## *Tips for Writing a Thank You Note*

- **Be timely.** Write a thank you note as soon as possible after receiving the gift, but late is always better than never.
- **Be succinct.** Four to five sentences is perfectly sufficient for a thank you note.
- **Be sincere.** Your level of effusiveness should align with how well you know the person.
- **A thank you note is not required for a thank you gift or note.** While thoughtful, it is not expected.
- **Your stationery does not need to say "thank you" on it.** Personalized stationery is just as thoughtful.



# *How to Write a Sympathy Note*

**Date:** March 1, 2021

**Greeting:**

Dear {Name}

**Sentence #1: Give sympathy for the loss of their loved one.**

*I am so sorry about the loss/passing of...My heart just breaks for you and your family during this difficult time...*

**Sentence #2: Acknowledge what a special person he/she was.**

*I know you and your mom shared a special bond, with memories you will carry for the rest of your life...Your daughter was an amazing person..*

**Sentence #3: If possible, recall a memory of this person. If you did not know the person personally, this section can be omitted.**

*Your father was one of the kindest gentlemen with the best sense of humor - something he clearly passed down to you...I remember when...*

**Sentence #4: As generic as it might be, remind them they are in your thoughts or prayers.**

*You will be in my prayers during this difficult time.*

**Closing**

*Love, With Love, In Him,*

**Sign Your Name**

## *Tips for Writing a Sympathy Note*

- **Be sincere, yet succinct.** Your purpose is to simply give your condolences and honor the life of the person who has passed away.
- **Avoid phrases like:**
  - "This was God's will."
  - "He/she is in a better place."
  - "At least he lived a long life."
  - "You will most likely remarry and be happy again someday."
  - "I know how you feel." (Keep the focus on the recipient)



# *Gracious Phrases for Cards and Notes*

## *New Baby:*

Many congratulations on your new bundle of joy!

Children are a gift from above! Congratulations on your beautiful baby boy!

Sending our love to your precious baby girl!

Welcome to the world, (name of baby)! We cannot wait to meet you soon!

## *Engagement & Wedding:*

Wishing you a lifetime of love and joy!

Best wishes on your wedding day and beyond!

May the Lord bless your marriage and fill it with a lifetime of love and happiness!

Praying abundant blessings on your marriage!

What an honor to witness the union of two very special people. Thanks for letting us be a part of your special day!

## *Congratulations:*

Warmest congratulations on your recent graduation!

Caps off to you!

The world is your oyster! Congratulations on your recent promotion!

We are over the moon to hear about...

