

NAME: \_\_\_\_\_

# LETTERS OF GRATITUDE

Gratitude is another word for being thankful. Sending cards and letters are one popular way to show gratitude toward people who have helped us. Use this page to plan your letter of gratitude to a helper in your community!

1. Which community member would you like to thank with a letter? (circle one)

**firefighter**    **nurse**    **custodian**    **other:** \_\_\_\_\_

2. Including specific details and memories in a letter helps show how much you care. Use the chart to brainstorm details about how the community member helped you and others.

WHAT HE OR SHE DID	HOW IT HELPED

3. Use the Letter Writing Template or a separate sheet of paper to write a draft of your letter. Make sure to include:

- ☐ A greeting
- ☐ A statement saying thank you
- ☐ Specific details about how the person helped you
- ☐ A closing and signature

4. In order to send your letter, you will need to research the address of the organization where your community helper works. You can find addresses online or in a community directory.

Once you have found the address, write it in the space below:

**DELIVERY ADDRESS:**

Person's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

***Don't forget a stamp to mail your letter!***