

## **Gratitude Letter Template**

Dear Person's name,

Thank you so much for (describe the kinds of things this person has done to help you).

This has really helped me (describe how this person's actions have benefited you or what he or she inspires you to do). I also really appreciate how you (describe other things that this person does to help you or make your life better). I realize that (describe what it costs this person to help you in these ways). Your actions show me that (say why you think this person wanted to help you) and (what promise you think this person sees in you). I (describe how you feel about this person). Thanks to you I want to (say what this person motivates you to do).

Gratefully,

Your name