

Administrative Support Associates™

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The Art of Writing A Sincere Thank-You Note

By Shawn E. Gilleylen

A thank-you note is a gesture of your gratitude and appreciation for a person's kind and thoughtful consideration. After an interview or kind gesture always send a handwritten thank-you note promptly within one or two days to demonstrate courtesy, respect, and sincerity.

You should always send a handwritten thank-you note when you receive a gift, business referral, or have been an invited guest to breakfast, lunch, or dinner. While sending an email may be swift, it is always better etiquette to hand write a thank-you note. A thank-you note is always acceptable and proper and sets you apart from the ordinary.

Thank-You Note Tips:

- Always mention the gift, service, kindness or business referral in your note.
- Spell names correctly and proofread.
- Write in blue or black ink.
- Practice your penmanship.
- Keep a box of 4x6 blank thank-you note cards.

Build relationships by expressing gratitude. People want to feel valued and appreciated. Be courteous and live by the golden rule: "Due unto others as you would have them to do unto you."

Shawn E. Gilleylen is the author of "Success with Etiquette: Books of Etiquette," and "Delightful Dining Etiquette!" President of Administrative Support Associates, Success with Etiquette™ Training Program, Shawn facilitates business etiquette seminars and customer service training to help businesses and individuals gain a competitive edge by strengthening their professionalism, corporate image, and productivity. Shawn can be reached at (202) 352-3166 or shawng@successwithetiquette.com. Visit www.successwithetiquette.com for more information and to subscribe to a free Success with Etiquette Tips Newsletter. Article © 2007 Administrative Support Associates, Success with Etiquette™ Training Program. All rights reserved.