

Thank You Letter Lesson (K/1)

Objectives

- Learn to write thank you letters
- Follow the standard format for writing letters
- Practice proper sentence writing conventions

Materials

- Pencils, crayons
- Fill-in or blank thank you letter

Lesson Plan

1. Model and describe how to write the letter. Have children complete each section after you demonstrate.

Date Write the date: Jan. 1, 2012.
Capitalize the first letter of the month.
Put a period after month abbreviations.
Put a comma after the day.
Write the year.

Greeting Capitalize the D in Dear.
Capitalize the first letter in a name.
Capitalize the first letter in Aunt, Grandma, or Grandpa before a name.

Body Help children spell the name of the gift they received.

Closing Write closing words capitalizing the first letter: Love, Sincerely, or Your friend.
Sign name under closing.

2. Have children personalize the note by drawing or coloring.

3. Have children take home an additional thank you letter to use at home.

_____ , 2012

Dear _____

Thank you for _____

Love, _____

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Fill in

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Blank



_____, 2012

Dear

Thank you for

Love,


