

# HOW TO WRITE A GREAT THANK YOU NOTE

## *IN 5 EASY SENTENCES*



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Here is an easy-to-follow formula to help you write a thank you note for anything from a sales meeting to an interview to a wedding gift.

1. Thank them for the specific thing; the gift, the referral, the meeting.
2. Tell them how it made you feel immediately. This serves to get them back in the moment and helps recreate a positive feeling on their part.
3. Talk about the future and how much you look forward to what will happen or will enjoy using the gift they gave you.
4. Thank them again in different words.
5. Outline your next action step; a call, a letter, an introduction, etc.

Remember: A good thank you letter does not have to be long, but it should be sincere.

Have fun with it!

### **EXAMPLE:**

Dear Mr. & Mrs. Redgrave:

Thank you for taking the time to meet with us yesterday. David and I left your home feeling excited about the opportunity to work together to create a wealth management plan that's right for you. I look forward to helping you both realize your dream of buying a golf course in Arizona.

Thank you again for taking that first important step to securing your future. I will be calling this week to schedule our next appointment so we can begin to create your plan.

Sincerely,

Richard Appleby