

10 Dos and don'ts of thank –you notes

1. **Do** personalize your notes and make reference to the person as well as the gift.
2. **Do** be enthusiastic.
3. **Don't** send form letters or cards with printed messages and just your signature; don't use email or post generic thank –yous on your website in lieu of personal notes.
4. **Don't** mention that you plan to return or exchange a gift, or indicate dissatisfaction in any way.
5. **Don't** tailor notes to the perceived value of gifts. No one should receive a dashed –off, perfunctory note.
6. Do refer to the use you will make of monetary gifts. Mentioning the amount is optional.
7. Don't include wedding photos or use photo cards if this will delay sending notes.
8. Do promptly acknowledge receipt of shipped gifts, either sending your thank-you within a few days or calling or emailing the sender and following up with a written note.
9. Don't use being late as an excuse not to write. If you're still sending thank you notes after your first anniversary, keep writing.
10. Do remember that a gift should be acknowledged with the same courtesy and generous spirit in which it was given.

An example:

Dear Mr. and Mrs. Smith,

Thank you so much for the lovely silver wine holder. It was so nice of you to think of Matt and me on our wedding day. I'm sorry you couldn't be with us, but we hope to be back in Philadelphia at Christmas and maybe we can all get together then.

Thanks again for thinking of us in such a nice way.

Always,
Sue