



How to write a Thank You Letter?

What do you need to know?



Before we go any further...

This term we are practising publishing skills in Computing. It would be beneficial to do the English writing tasks using Purple Mash-Tools-2Publish Plus, which has a selection of blank writing templates.

The written work will need to be saved on your device and uploaded to Google Classroom for us to read😊

How to use the 2 Publish Plus tool, please read the Computing pdf in our Goolge classroom (Step by step pictures included).

The main activity in English & Computing will be to write the Thank you Letter to the Key workers.

Let's focus now how to write a Thank You Letter.😊



Why would we write a Thank You Letter?

A Thank You Letter is sent to express your gratitude to someone, who did something for you/others.

Look at some Thank You Letters examples from the Northampton Academy on the following pages. (Think about: What have I noticed?)



Nicolas
Northampton Academy
Wellingborough Road
Northampton
NN3 8NH
1 April 2020

Dr. Leafe
NHS Hospital
London
SW1 2EP

Dear Dr. Leafe,

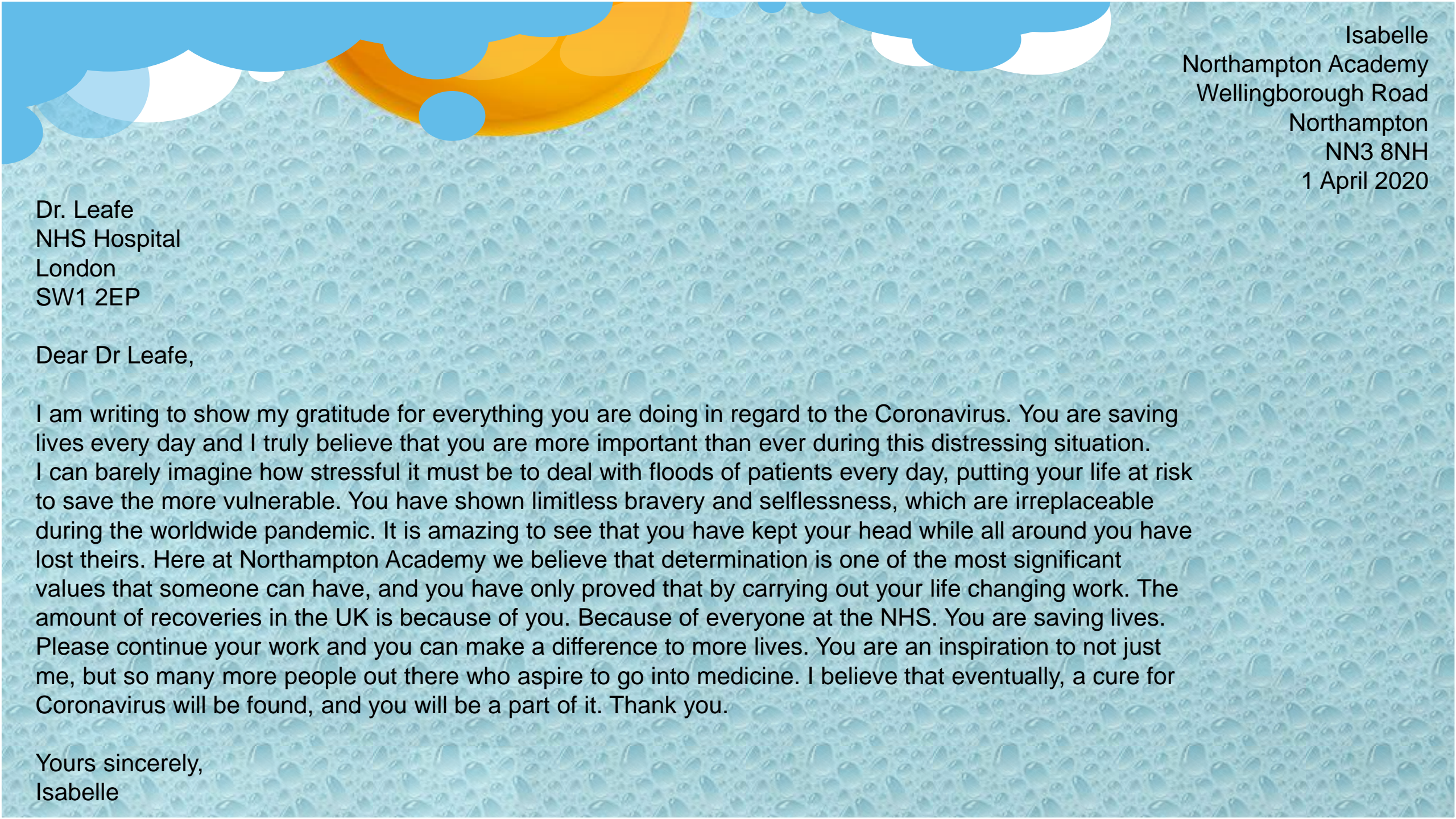
I am writing to you because I and the community would like to honour how brave, courageous, resistant you are to fight against COVID-19 and continue to persevere against the virus even if times are rough for you and your family.

We need you in the current situation because, without you many people would tragically lose their lives and spread coronavirus throughout the entirety of England. Around 20,000 people have been tested positive for COVID-19 and with you helping us, the amount of people will gradually lower until there is no more people that have it in the world. In my opinion. Your job is one of the most important jobs in the world because you help save lives every day.

To help you and your co-workers I promise to follow the UK Government's advice, wash my hands frequently, and self-isolate until further notice. Thank you for protecting our wellbeing and fighting against COVID-19.

With you helping us I feel less worried and more reassured.

Yours Sincerely,
Nicolas



Isabelle
Northampton Academy
Wellingborough Road
Northampton
NN3 8NH
1 April 2020

Dr. Leafe
NHS Hospital
London
SW1 2EP

Dear Dr Leafe,

I am writing to show my gratitude for everything you are doing in regard to the Coronavirus. You are saving lives every day and I truly believe that you are more important than ever during this distressing situation. I can barely imagine how stressful it must be to deal with floods of patients every day, putting your life at risk to save the more vulnerable. You have shown limitless bravery and selflessness, which are irreplaceable during the worldwide pandemic. It is amazing to see that you have kept your head while all around you have lost theirs. Here at Northampton Academy we believe that determination is one of the most significant values that someone can have, and you have only proved that by carrying out your life changing work. The amount of recoveries in the UK is because of you. Because of everyone at the NHS. You are saving lives. Please continue your work and you can make a difference to more lives. You are an inspiration to not just me, but so many more people out there who aspire to go into medicine. I believe that eventually, a cure for Coronavirus will be found, and you will be a part of it. Thank you.

Yours sincerely,
Isabelle



Alice
Northampton Academy
Wellingborough Road
Northampton
NN3 8NH
1 April 2020

NHS
NHS Hospital
London
SW1 2EP

Dear NHS,

On behalf of Northampton Academy, I would like to say thank you for taking care of us when we were ill and now during this global pandemic you are still here for us no matter what. Like in the poem 'If' by Rudyard Kipling it says: 'If you can keep your head when all about you are losing theirs.' This poem reminds us that although we are scared and constantly panicking, the NHS is always staying calm and are ready for anything.

Thank you for being here if we needed help and assistance. We won't have got through this without the help from you. Although the world is scared for what may happen at least we can go about our days knowing someone is there to help if pandemonium strikes. Thank you for never failing to reassure us it will all be okay because without it we wouldn't know what to do. Thank you for helping us get through this. Together.

Thank You,

Alice

What Makes a Good Thank You Letter?

- They are formal
- Use effective language techniques
- They are short in length
- They express gratitude
- Take your time and think carefully about WHO you are writing to.

NHS
Teacher
Store Assistant
TFL driver
Delivery man/woman
Police
GP



Starting off....

- Correct addresses: YOUR school address (right)
- *Their* address (left - make it up)
- Date
- Dear Sir or Madam (*or their actual name... Mrs Jones, Miss Peters, etc..*)



1st paragraph....

- Why are you writing to them..."I am writing to you to say thank you....."
- Explain who YOU are (First name).... My name is.....



2nd paragraph....

This is the **MAIN** section of your letter

- You can have more than one paragraph
- Don't make one enormous paragraph- it looks boring!
- Use connectives (firstly, secondly, next,...)
- Offer your own opinion on things.



Last paragraph....

- This is a concluding paragraph. Give an overall view of the letter.
- E.g. I just wanted to thank you again for.....



Signing off.....

If you know them personally - **Yours sincerely,**

If you don't know them - **Yours faithfully,**

PROOFREAD YOUR WHOLE LETTER!!!!



Main Activity

Write a letter to a key worker
to express your gratitude.

Top Tip: use 2Publish Plus

NHS
Teacher
Store Assistant
TFL driver
Delivery man/woman
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