

THE GETAWAY 2020

HOW TO WRITE A *letter of appreciation*

WHAT IS A LETTER OF APPRECIATION?

LETTER, NOTE, CARD OR EVEN A POST-IT, EXPRESSING THANKS TO SOMEONE FOR HOW THEY HAVE TOUCHED YOUR LIFE IN SOME WAY; WHETHER THAT BE BY SOMETHING THEY DID, SOMETHING THEY SAID, OR SOMETHING THEY GAVE. NOTHING EXPRESSES FEELINGS OF APPRECIATION QUITE LIKE A PERSONAL NOTE!

HOW TO WRITE YOUR LETTER:

1. SPEAK FROM THE HEART
- 2.. THANK THEM FOR A SPECIFIC EVENT OR ACTION
3. ADD DETAILS OF THE EVENT AS YOU SEE FIT.
4. EXPRESS HOW THEIR ACTIONS MADE YOU FEEL.
- 5.TELL THEM WHY WHAT THEY DID WAS SO IMPACTFUL TO YOU.
6. JUST LET YOUR IDEAS AND WORDS FLOW!

- DON'T FORGET TO GIVE OR MAIL YOUR LETTER!

*Feeling gratitude and not expressing it
is like wrapping a present and not giving it."*

— William Arthur Ward