

thank you letter to a firefighter Reference

Thank You Letter to a Firefighter: Expressing Gratitude for Their Brave Service

When it comes to heroic acts and unwavering dedication, firefighters stand out as true everyday heroes. Their bravery, selflessness, and relentless commitment to safeguarding communities deserve heartfelt recognition. Writing a **thank you letter to a firefighter** is a meaningful way to express appreciation for their service, especially after they have responded to an emergency or made a significant impact on your life or community. In this article, we will explore the importance of thanking firefighters, provide tips on crafting a heartfelt thank you letter, and offer sample templates to inspire your own message of gratitude.

Why Write a Thank You Letter to a Firefighter?

Recognizing Courage and Dedication

Firefighters put their lives on the line every day to protect others. Their acts of bravery often go unnoticed, but acknowledging their efforts reinforces the importance of their work and boosts their morale.

Building Community Appreciation

A thank you letter can strengthen the bond between firefighters and the community they serve. It fosters mutual respect and appreciation, encouraging ongoing support and understanding.

Personal Impact and Inspiration

Receiving heartfelt gratitude can inspire firefighters to continue their challenging work with renewed motivation. Your words can serve as a reminder of the difference they make in people's lives.

How to Write an Effective Thank You Letter to a Firefighter

1. Personalize Your Message

Start by addressing the firefighter directly, using their name if known. Personalization makes your gratitude feel genuine and specific.

2. Be Specific About Their Actions

Mention particular instances where their bravery or assistance made a difference. Details add sincerity and show that you genuinely appreciate their efforts.

3. Express Your Gratitude Clearly

Use warm, appreciative language to convey your thanks. Phrases like "I am truly grateful" or "Your bravery has made a lasting impact" are effective.

4. Share the Impact of Their Service

Describe how their actions affected you or your community, emphasizing the importance of their work.

5. Include a Personal Touch

Add a personal anecdote or a message of encouragement to make your letter more heartfelt.

6. Keep It Respectful and Concise

While expressing gratitude, maintain a respectful tone and keep your letter focused and to the point.

Sample Thank You Letter to a Firefighter

Here is a sample thank you letter template to help guide your writing:

Sample 1: General Appreciation

Dear Firefighter [Last Name],

I want to sincerely thank you for your bravery and dedication during the recent fire at [location]. Your quick response and courageous efforts undoubtedly saved lives and minimized damage.

Your commitment to protecting our community does not go unnoticed, and I am deeply grateful for your service. Knowing that brave individuals like you are out there gives me peace of mind.

Thank you once again for all that you do. Your sacrifices inspire us all.

With heartfelt appreciation,

[Your Name]

[Your Contact Information]

Sample 2: Personal Experience

Dear Firefighter [Last Name],

I am writing to express my deepest gratitude for your heroic actions during the fire at my home on [date]. Your swift response and fearless efforts helped ensure the safety of my family and me.

Your bravery turned a potentially tragic situation into a testament of courage and professionalism. Words cannot fully express how much your service means to us.

Thank you for risking your life to keep others safe. Your work is truly admirable, and I am forever grateful.

Sincerely,

[Your Name]

[Your Contact Information]

Additional Tips for Writing a Heartfelt Thank You Letter

Include Visual Elements

Adding a photo or drawing can personalize your letter further, especially if you're delivering it in person or via mail.

Send It Promptly

Timeliness shows that you value their efforts and are eager to express your gratitude soon after their service.

Consider Handwriting Your Letter

A handwritten note can feel more personal and sincere than typed messages.

Involve Children or Family Members

Including messages from children or family members can add warmth and a personal touch.

Public Recognition Options

Beyond a personal letter, consider writing a thank you note to the fire department, posting appreciation messages on social media, or participating in community events honoring firefighters.

Additional Ways to Show Appreciation to Firefighters

- Participate in community appreciation events or parades
- Donate supplies or funds to the local fire department
- Volunteer to support firefighting efforts or community safety programs
- Write positive reviews or testimonials for the fire department

Conclusion: Honoring Our Firefighters with Gratitude

Writing a **thank you letter to a firefighter** is a meaningful gesture that acknowledges their bravery, sacrifice, and service. Whether you're expressing gratitude for a specific incident or simply appreciating their ongoing commitment, your words can have a positive impact on these everyday heroes. Remember to personalize your message, be specific about their actions, and convey your heartfelt appreciation. In doing so, you not only recognize their efforts but also strengthen the bond between firefighters and the communities they serve. Let your gratitude serve as a reminder that their sacrifices do not go unnoticed and that their courage inspires us all to be better and more supportive members of our communities.

Thank You Letter to a Firefighter: An Expert Guide to Expressing Gratitude with Impact

Expressing gratitude is a vital aspect of human connection, especially when it involves individuals who risk their lives daily—firefighters. A well-crafted thank you letter to a firefighter not only acknowledges their bravery and dedication but also fosters community bonds and encourages continued service. In this comprehensive guide, we'll explore the nuances of writing an effective thank you letter to a firefighter, examining its importance, structure, tone, and best practices to ensure your message resonates meaningfully.

The Significance of Thanking Firefighters

Understanding why a thank you letter holds weight is fundamental before drafting one. Firefighters are frontline heroes who often operate under dangerous conditions to protect lives and property. Recognizing their efforts through a heartfelt note can:

- Boost morale: Firefighters often face traumatic situations; appreciation can uplift their spirits.

- Strengthen community relations: Personal messages foster trust and connection between residents and emergency responders.
- Encourage ongoing service: Recognition can motivate firefighters to continue their vital work with renewed dedication.
- Personalize gratitude: A written note offers a tangible, lasting token of appreciation beyond verbal thanks.

Key Elements of an Effective Thank You Letter to a Firefighter

Crafting a meaningful thank you letter involves several critical components. Each element plays a role in conveying sincerity, respect, and appreciation.

1. Personalization

Personalization elevates your message from generic to heartfelt. Address the firefighter by name, mention specific actions they took, or describe particular incidents where their bravery stood out. Personal touches demonstrate genuine appreciation and show that you've taken the time to recognize their individual effort.

2. Expressing Sincerity

Authenticity is essential. Use words that reflect your true feelings and avoid clichés. Sincerity makes your gratitude more impactful and memorable.

3. Specificity

Highlight specific deeds or moments?such as rescuing someone, extinguishing a fire swiftly, or comforting victims. Detailing these actions underscores your acknowledgment of their skill and courage.

4. Respect and Formality

While warmth is encouraged, maintain a respectful tone appropriate for the profession. Use proper titles and formal language as needed, especially if the letter is addressed to an individual firefighter.

5. Closing with Appreciation

End your letter with a reaffirmation of thanks and best wishes. Offering encouragement and support leaves a positive impression.

Step-by-Step Guide to Writing a Thank You Letter to a Firefighter

Following a structured approach ensures your message is clear, genuine, and impactful.

Step 1: Choose the Appropriate Format

Decide whether to write a handwritten note or a typed letter. Handwritten notes add a personal touch, while typed letters can be more formal and easier to read.

Step 2: Use a Proper Salutation

Start with a respectful greeting, such as:

- "Dear Firefighter Smith,"
- "To the Brave Firefighter Team at Station 5,"

Step 3: Begin with an Expression of Gratitude

Open with a direct statement of thanks:

- "I want to sincerely thank you for your bravery and dedication during the recent fire at our neighborhood."

Step 4: Mention Specific Actions or Incidents

Elaborate on what they did that impacted you or the community:

- "Your swift response and expert handling of the blaze prevented what could have been a tragic loss of life and property."

Step 5: Share Personal or Community Impact

Describe how their actions affected you personally or the community:

- "Your efforts brought reassurance to my family and neighbors during a stressful time."

Step 6: Reinforce Appreciation and Respect

Express admiration for their profession and sacrifices:

- "Your commitment to public safety is truly inspiring and deeply appreciated."

Step 7: End with Warm Regards and Sign Off

Conclude with a closing that reflects your gratitude:

- "With sincere thanks," / "Gratefully," / "Warm regards,"
- Include your name and, if applicable, contact information.

Sample Thank You Letter to a Firefighter

Dear Firefighter Johnson,

I am writing to express my heartfelt gratitude for your courageous efforts during the fire at Maple Street last Thursday. Your quick response and expert fire suppression prevented what could have been a devastating loss to our home and community.

Your bravery in the face of danger did not go unnoticed. I was especially impressed by how you calmly directed residents to safety and worked tirelessly to extinguish the flames. It's clear that your dedication goes beyond just performing a job—it's a true calling.

Thanks to your actions, my family and I are safe, and our neighborhood remains a place we cherish. Your commitment to protecting others inspires us all to value the sacrifices made by firefighters like you.

Please accept our deepest thanks for your service and heroism. We are grateful for your bravery and the sacrifices you make every day to keep us safe.

With sincere appreciation,

[Your Name]

Additional Tips for Writing a Memorable Thank You Letter

- Include a Personal Touch: If you have a personal story related to the incident, sharing it can make your letter more heartfelt.
- Add a Small Gift or Token: Sometimes, including a gift card or a small token of appreciation can complement your letter.
- Public Recognition: Consider sharing your gratitude via social media or community boards, with

permission, to publicly honor the firefighter.

- Follow Up: If appropriate, offer to meet or stay connected, reinforcing genuine appreciation.

Conclusion: The Power of Gratitude in Firefighting Contexts

A thank you letter to a firefighter is more than just words; it's a bridge of recognition that honors their courage, sacrifice, and professionalism. When crafted thoughtfully, such a letter can uplift the spirits of those who dedicate their lives to safeguarding others, serve as a testament to community appreciation, and foster a culture of gratitude that encourages continued bravery.

Remember, authenticity, specificity, and respect are the pillars of an impactful thank you message. Whether you choose to write a handwritten note or a formal letter, your sincere acknowledgment can leave a lasting impression and, more importantly, remind firefighters that their extraordinary efforts are deeply valued.

Question What should I include in a thank you letter to a firefighter? Include a heartfelt expression of gratitude, specific details about how their service impacted you, and appreciation for their bravery and dedication. **Answer** Is it appropriate to send a handwritten thank you letter to a firefighter? Yes, a handwritten letter adds a personal touch and shows sincere appreciation for their hard work and sacrifice. When is the best time to send a thank you letter to a firefighter? It's best to send the letter shortly after the incident or event to ensure your appreciation is timely and meaningful. Can I include a small gift with my thank you letter to a firefighter? While a thank you letter alone is appropriate, small tokens like handwritten notes, cards, or community appreciation certificates are suitable; avoid expensive gifts. How should I address a thank you letter to a firefighter? Address the letter to the firefighter by their name, and if applicable, include their department or station for personalization. Are thank you letters to firefighters common or encouraged? Yes, expressing gratitude through thank you letters is encouraged as it recognizes their service and promotes community appreciation. Should I mention specific actions the firefighter took in the thank you letter? Absolutely, mentioning specific actions or moments that touched you makes the letter more meaningful and personalized. Can I send a thank you letter to an entire fire department? Yes, you can write a collective thank you letter addressed to the entire fire department to express appreciation for their collective service. Are digital thank you notes acceptable for firefighters? Digital notes are acceptable, especially if sent via email or social media; however, a handwritten letter often feels more personal and heartfelt.

Related keywords: gratitude, appreciation, hero, bravery, acknowledgment, rescue, commendation, support, fire department, recognition

thank you for coming letter sample

thank you for coming letter sample is an essential template used in various contexts to express gratitude to guests or attendees who participated in an event. Whether it's a wedding, corporate gathering, seminar, or casual get-together, sending a well-crafted thank you for coming letter not only shows appreciation but also helps strengthen relationships and leaves a positive impression. In this comprehensive guide, we will explore different types of thank you for coming letter samples, provide detailed templates, and share tips to craft personalized and effective messages. This article aims to serve as a valuable resource for individuals and organizations seeking to enhance their communication with attendees, optimize their SEO strategy, and understand the nuances of writing heartfelt thank you notes.

Understanding the Importance of Thank You for Coming Letters

Expressing gratitude through a thank you for coming letter holds significant importance in both personal and professional spheres. It demonstrates appreciation, reinforces relationships, and paves the way for future engagement. Here are some key reasons why sending these letters is crucial:

Why Send a Thank You for Coming Letter?

- Shows Appreciation: Acknowledges the effort and time your guests invested in attending your event.
- Builds Relationships: Strengthens personal and professional bonds, fostering goodwill.
- Enhances Reputation: Leaves a positive impression that can lead to future support or participation.
- Personalizes Your Event: Makes attendees feel valued and recognized.
- Promotes Future Engagements: Encourages continued involvement in upcoming events or projects.

Types of Thank You for Coming Letter Samples

Depending on the occasion, tone, and relationship with the recipient, thank you letters can vary. Here are some common types:

1. Formal Thank You for Coming Letter

Ideal for corporate events, formal gatherings, or business-related occasions. These letters maintain professionalism and emphasize gratitude.

2. Informal Thank You for Coming Letter

Suitable for casual events like family gatherings, friends' parties, or community events. These letters are friendly and personal.

3. Wedding Thank You for Coming Letter

Specially crafted to thank guests for their presence and gifts, often accompanied by personalized touches.

4. Seminar or Conference Thank You Letter

Designed to thank attendees, speakers, and sponsors, highlighting the success of the event.

5. Custom Thank You for Coming Letter

Personalized messages tailored to specific guests, reflecting unique interactions or contributions.

Sample Thank You for Coming Letter Templates

Below are various sample templates to help you craft your own heartfelt messages. Remember to customize these templates to suit your tone and specific circumstances.

1. Formal Thank You for Coming Letter Sample

Dear [Recipient Name],

We sincerely appreciate your presence at [Event Name] held on [Date]. Your participation contributed significantly to the success of our event. We are grateful for your support and hope you enjoyed the occasion as much as we enjoyed hosting it.

Thank you once again for taking the time to join us. We look forward to future opportunities to collaborate and connect.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

2. Informal Thank You for Coming Letter Sample

Hey [Recipient Name],

Thanks a bunch for coming to [Event Name]! It was fantastic having you there, and I hope you had as much fun as I did. Your presence really made the day special.

Let's catch up again soon. Until then, take care!

Cheers,

[Your Name]

3. Wedding Thank You for Coming Letter Sample

Dear [Guest Name],

We are so grateful you could join us for our wedding celebration. Your presence made our special day even more memorable. Thank you for the thoughtful gift and for sharing in our joy.

We look forward to creating many more memories with you in the future.

With love,

[Your Names]

4. Seminar or Conference Thank You Letter Sample

Dear [Participant Name],

Thank you for attending the [Event Name] on [Date]. Your participation and insights contributed greatly to the success of the seminar. We hope you found the sessions informative and engaging.

We appreciate your support and hope to see you at our upcoming events.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

5. Custom Thank You for Coming Letter Sample

Hi [Recipient Name],

Just a quick note to thank you for coming to [Event Name]. Your presence and enthusiasm added a wonderful energy to the event. It was a pleasure to connect with you and hear your thoughts.

Looking forward to staying in touch and collaborating again soon.

Best wishes,

[Your Name]

Tips for Writing an Effective Thank You for Coming Letter

To make your thank you letter stand out, consider the following tips:

1. Personalize Your Message

- Use the recipient's name.
- Mention specific details about their presence or contribution.
- Include a personal anecdote or compliment if appropriate.

2. Be Timely

- Send the thank you letter within 48 hours of the event to show prompt appreciation.

3. Keep the Tone Appropriate

- Match the tone to the nature of the event and your relationship with the recipient.
- Maintain professionalism for formal occasions; be friendly for informal events.

4. Be Concise but Heartfelt

- Express your gratitude clearly without unnecessary elaboration.
- Focus on sincerity and warmth.

5. Include Future Engagements

- Mention upcoming events or opportunities to stay connected.

6. Proofread Your Letter

- Check for grammatical errors and typos to maintain credibility.

Best Practices for Optimizing Your Thank You for Coming Letter for SEO

In the digital age, many thank you messages are shared via email or online platforms. Optimizing your thank you for coming letter for SEO can improve visibility if published on websites, blogs, or social media. Here are some tips:

Use Relevant Keywords

- Incorporate keywords like "thank you for coming letter sample," "thank you letter template," "event appreciation letter," etc., naturally within your content.

Create Valuable Content

- Provide useful templates, tips, and examples that address common questions related to thank you letters.

Include Internal and External Links

- Link to related articles or templates on your website.
- Reference authoritative sources for additional credibility.

Optimize for Readability

- Use headings, bullet points, and clear formatting to enhance user experience.

Share on Multiple Platforms

- Post your thank you notes on social media, blogs, and newsletters to reach a broader audience.

Conclusion

A well-crafted thank you for coming letter sample is a powerful tool to express appreciation, foster stronger relationships, and leave a lasting positive impression. Whether you're hosting a formal corporate event, a wedding, or a casual gathering, personalized and timely thank you messages can significantly impact your connections. By utilizing the templates and tips provided in this guide, you can create heartfelt messages that resonate with your recipients and reflect your gratitude genuinely. Remember, a simple thank you can go a long way in building trust and encouraging future engagement.

If you want to ensure your message reaches and delights your guests, consider customizing your thank you for coming letters with specific details and sincere sentiments. With consistent effort and thoughtful communication, you can turn attendees into lifelong supporters and friends.

Keywords for SEO Optimization:

- thank you for coming letter sample
- thank you letter template
- appreciation letter for attending event
- sample thank you for coming message
- event thank you note
- professional thank you letter sample
- casual thank you message
- wedding thank you letter sample
- corporate event appreciation letter
- personalized thank you letter tips

Thank you for coming letter sample: A comprehensive guide to expressing appreciation effectively

In the realm of professional and personal interactions, expressing gratitude is a timeless gesture that fosters goodwill, reinforces relationships, and leaves a positive impression. Among the most common ways to convey appreciation is through a well-crafted "thank you for coming" letter. Whether it's after a business event, social gathering, or a special occasion, a thoughtfully written thank you letter not only shows your gratitude but also emphasizes your professionalism and sincerity. This article delves into the nuances of creating compelling "thank you for coming" letter samples, offering insights into structure, tone, and best practices to help you communicate your appreciation effectively.

Understanding the Importance of a Thank You for Coming Letter

Before diving into the specifics of crafting a thank you letter, it's essential to grasp why such correspondence holds significance in various contexts.

Building and Strengthening Relationships

A thank you letter signals appreciation and respect. It acknowledges the effort and time the recipient devoted to attending your event or gathering, fostering a sense of value and mutual respect.

Enhancing Professional Image

In business settings, sending a thank you note enhances your reputation. It demonstrates professionalism, attentiveness, and gratitude, which can lead to future collaborations or opportunities.

Leaving a Lasting Impression

A sincere thank you can leave a memorable impression, making recipients more likely to attend future events or continue positive engagement with you.

Key Elements of an Effective Thank You for Coming Letter

A well-structured thank you letter combines clarity, sincerity, and professionalism. Below are the fundamental components to consider:

Personalized Greeting

Address the recipient by name to add a personal touch. Use appropriate titles if necessary to show respect.

Expressing Gratitude

Clearly state your appreciation for their attendance. Be specific about the event or occasion.

Highlighting Specifics

Mention particular moments, contributions, or interactions that stood out. This demonstrates genuine engagement.

Reinforcing Relationships

Express your desire to maintain or strengthen the relationship moving forward.

Closing Remarks

End with a courteous closing, reiterating your thanks and offering future contact or engagement.

Professional Signature

Include your name, title, and contact information if appropriate.

Sample "Thank You for Coming" Letter Templates

To illustrate these principles, here are several sample letters tailored for different contexts:

Formal Business Event Thank You Letter Sample

Dear Mr. Johnson,

I want to extend my heartfelt thanks for attending our Annual Business Conference last Thursday. Your presence added significant value to the event, and we truly appreciated your participation.

Your insights during the panel discussion were particularly enlightening and sparked engaging conversations among attendees. It was a pleasure to have you with us, and we hope you found the sessions beneficial.

We look forward to exploring future opportunities for collaboration and continuing our professional relationship. Please do not hesitate to reach out if you have any further feedback or ideas.

Thank you once again for your time and support.

Warm regards,

Jane Smith

Event Coordinator

XYZ Corporation

[\[email protected\]](#)

Informal Social Gathering Thank You Letter Sample

Hi Lisa,

Thanks so much for coming to my birthday party last weekend! It was wonderful to see you and catch up. I really appreciated you taking the time to celebrate with us.

Your gift was thoughtful, and I loved the homemade cookies you brought?they didn't last long! I hope you had a good time and enjoyed the evening as much as I did.

Let's plan to get together again soon. Maybe we can grab coffee next week?

Thanks again for making the day special.

Best,

Emily

Event or Workshop Attendance Thank You Sample

Dear Participants,

Thank you for attending our recent workshop on Digital Marketing Strategies. Your active participation and insightful questions contributed greatly to the success of the session.

We hope you found the content useful and that it will aid you in your professional endeavors. Your engagement truly made the event dynamic and rewarding.

We look forward to seeing you at our future events. Please feel free to contact us with any feedback or suggestions.

With appreciation,

Michael Lee

Workshop Facilitator

Marketing Academy

[\[email protected\]](#)

Best Practices for Writing Your Thank You for Coming Letter

While templates provide a helpful starting point, customizing your message enhances authenticity and impact. Consider the following best practices:

Be Prompt

Send your thank you letter within 24-48 hours of the event. Promptness shows enthusiasm and respect.

Personalize Your Message

Tailor each letter to the recipient. Mention specific details or conversations to demonstrate genuine appreciation.

Keep It Concise

While it's important to be thorough, avoid overly lengthy messages. Aim for clarity and sincerity.

Use a Warm and Professional Tone

Match your tone to the context?more formal for business, casual for social gatherings?but always maintain respect.

Proofread Carefully

Eliminate typos or grammatical errors to uphold professionalism and credibility.

Additional Tips for Effective Thank You Letters

Beyond core elements, here are supplementary tips to elevate your thank you notes:

- Incorporate a Call to Action: Invite future interactions, such as scheduling a meeting or attending an upcoming event.
- Include Contact Information: Make it easy for recipients to reach you for further engagement.
- Use Quality Stationery or Email Templates: Ensure your message looks polished, especially for formal occasions.
- Express Specific Appreciation: Vague thanks can seem insincere; specificity reinforces authenticity.
- Maintain Consistency: Use consistent branding or signature styles in professional settings.

Common Mistakes to Avoid

To ensure your gratitude comes across as genuine and professional, steer clear of these pitfalls:

- Delaying the Thank You: Waiting too long diminishes the impact.
- Being Overly Formal or Casual: Match your tone appropriately.
- Generic Messages: Avoid copying and pasting impersonal notes.
- Ignoring Personal Details: Failing to mention specific moments weakens sincerity.
- Neglecting Proofreading: Typos can undermine credibility.

Conclusion: The Power of a Thoughtful Thank You

A well-crafted "thank you for coming" letter sample serves as a bridge to stronger relationships, whether in business or personal contexts. It's a simple yet powerful gesture that communicates appreciation, respect, and professionalism. By understanding the essential elements, customizing your message, and adhering to best practices, you can ensure your gratitude leaves a memorable and positive impression. Remember, in the world of networking and relationship-building, a sincere thank you can open doors and foster connections that last a lifetime.

Question What should be included in a 'Thank You for Coming' letter sample? A good 'Thank You for Coming' letter should include a personalized greeting, express gratitude for their attendance, mention specific details about the event, and convey appreciation for their presence and support. How can I make my 'Thank You for Coming' letter more memorable? Personalize your message by referencing specific moments from the event, add a sincere compliment, and consider including a small token of appreciation or follow-up note to leave a lasting impression. Is it appropriate to send a 'Thank You for Coming' letter via email or handwritten note? Both are acceptable; handwritten notes tend to feel more personal and heartfelt, especially for close friends or important guests, while emails are convenient and suitable for larger or professional events. Can you provide a basic 'Thank You for Coming' letter sample? Certainly! Here's a simple example: 'Dear [Name], Thank you so much for attending [event]. Your presence made the occasion even more special. We truly appreciate your support and look forward to seeing you again soon.' When is the best time to send a 'Thank You for Coming' letter? It's best to send the thank you message within a few days after the event to express timely appreciation and keep the experience fresh in the guests' minds. Are there any etiquette tips for writing a 'Thank You for Coming' letter? Yes, ensure the tone is genuine and polite, proofread for errors, personalize the message when possible, and send it promptly to demonstrate your appreciation and respect. Can a 'Thank You for Coming' letter help in future relationships or networking? Absolutely! Sending a thoughtful thank you message can strengthen relationships, show your gratitude, and foster goodwill for future interactions or collaborations.

Related keywords: thank you note, appreciation letter, visitor thank you, sample thank you letter, gratitude message, attendance acknowledgment, thank you email template, guest appreciation,

event thank you letter, thank you letter format

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