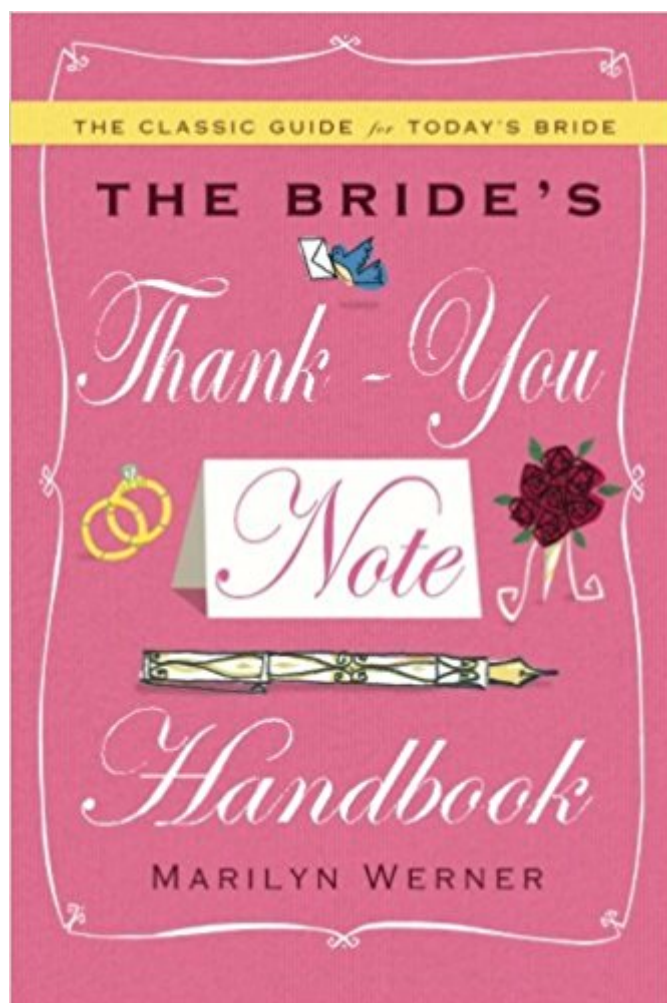


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# The Bride's Thank-You Note Handbook



## Synopsis

Painless, perfect thank-you notes! Even in the era of e-mail, wedding etiquette requires that couples promptly acknowledge all gifts with a handwritten thank-you note—but many newly married brides are unsure of what to say, or how to make these notes special. In this newly revised edition of her classic guide, Marilyn Werner provides brides and brides-to-be with a wealth of notes for every kind of gift (and for any type of gift-giver) to speed and simplify the thank-you note process. This invaluable handbook explains:

- The 5 components of the perfect thank-you note.
- How to keep track of who gave what (and why you need to hang onto the list even after the thank-you notes are sent).
- How to respond to special situations like a group gift, an absent relative, or a late thank-you.
- Model thank-you notes for more than 85 common wedding gifts—from antiques to waffle irons!

The model letters can be used as they are, altered to fit individual needs, or referred to as examples. Werner offers not only an effortless, entertaining, and knowing course in etiquette, she also provides the new bride with what is perhaps the very best gift of all -- a super time-saving aid during a very busy and exciting period in her life.

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## Customer Reviews

Marilyn Werner is a writer who lives in New York.

CHAPTER ONE Getting Started AN EFFICIENT ROUTINE Try to establish some kind of routine for writing your thank-you notes. Set aside a specific time each day for this purpose, and within that

period try to write at least four or five so they don't pile up. Reserve a particular place to write your thank-you notes; a place where you are not apt to be disturbed or distracted. Keep your gift cards, stationery, gift lists, pen, dictionary, and stamps at that spot.

### THE GIFT CARDS

Save the gift cards that are enclosed with the gifts. After you have read them keep them together in a box, or bound securely with a rubber band. When you write your notes, refer to these gift cards, for they often express lovely and touching sentiments that are as worthy of acknowledgment as the gifts themselves.

### THE STATIONERY

Thank-you notes should always be hand-written on good quality stationery. Plain folded note paper in white or ecru is most popular, but pastel shades, with simple borders or lined envelopes are acceptable. The bride's monogram, either engraved or printed, may be used for notes written after the wedding date. The appearance of your thank-you note is important, so use your best handwriting. Leave some margin on both sides of the paper, and see to it that there is as much blank space at the top of the paper as there is at the bottom. If the note is badly smudged or if you have crossed out a word, it is better to rewrite the note. When you have finished your note, read it aloud to make sure that you have not omitted or misspelled any words. This is the surest way of catching and correcting any careless errors. When mailing your thank-you notes insert the note in the envelope so that when it is removed the writing will be right-side-up and can be read without inverting the paper. Moisten, do not tuck in, the flap of the envelope.

### THE STRUCTURE OF A THANK-YOU NOTE

A thank-you note consists of four parts: a salutation, a body, a complimentary closing, and a signature. The date is included above the salutation in the upper right-hand corner of the paper. The salutation usually begins with "Dear" and always ends with a comma (not a colon). When the gift is sent by a married couple the thank-you note may be addressed to either "Mr. and Mrs." or to the wife only. In the latter case, however, you should make sure to mention the husband within the body of the note. You may wonder how to address the groom's relatives, some of whom you may not even have met. Although you may feel inclined to address them as Mr. and Mrs., you should remember that they are now (or are going to be) your relatives too. They should, therefore, be addressed, for instance, as Aunt and Uncle. In most cases, you will probably see them at some later date and call them Aunt and Uncle anyhow. The body is the main portion of the note, in which you will convey your thanks. Try to make your note as personal and individual as possible. You can do this by mentioning the gift by name and by saying something about its usefulness or appearance. If the gift is a check, describe how you have used it (or plan to use it) or what you have purchased with it. Sometimes, too, you will want to say something to the effect that you are looking forward to seeing the people in your new home, where the gift they have given you will occupy a very special place. Do not confuse enthusiasm with over-effusiveness, or

warm feeling with over-sentimentality. Expressions like "heartfelt thanks," "forever and ever," "the most tremendous," and "in seventh heaven" should be avoided. Warmth of feeling and enthusiasm can be expressed in fresher and usually more restrained ways. Note the differences in the following three notes. The last one is clearly the best because it is the warmest and most personal.

**NOT ACCEPTABLE** Dear Janis and Dave, Thank you so much for your beautiful gift. We appreciate it. Love, Marilyn

**ACCEPTABLE** Dear Janis and Dave, Thank you so much for your beautiful linen set. We will be the envy of all our friends when we invite them to dinner. We appreciate it very much. Love, Marilyn

**PERFECT** Dear Janis and Dave, Thank you so much for your linen set. It is so beautiful that we plan to use it only on special occasions, one of which will be an evening with you -- we hope in the near future. Love, Marilyn

The complimentary closing will depend on your relationship with the people to whom you are writing. With close friends and relatives, "love," fondly," affectionately" are quite acceptable. When the ties are not so close, you might choose to close with "sincerely" or "gratefully." "Sincerely yours" and "yours truly" are a bit too formal.

The signature consists of the bride's name only, never that of both the bride and the groom. If your note is addressed to people who have always known you by your first name, sign your first name only. To people who do not know you well, sign with your maiden name (e. g. Marilyn Maiden Name) before the wedding and with your married name (e. g. Marilyn Married Name) after the wedding. In cases where a more explicit identification is necessary, you may use your maiden and married names (e. g. Marilyn [Maiden] Married Name), but only after the wedding.

A sample thank-you note, with each part labeled, follows:

June 16, 19....

(1) Dear Mrs. Jones, (2) Both you and Mr. Jones have been so marvelous to us during these last hectic months that we don't know how to thank you. Now, with the arrival of your magnificent silver fruit bowl, we are doubly indebted to you. Thank you so very much for everything. (3) Fondly, (4) Marilyn (5)

(1) Date (2) Salutation (3) Body (4) Complimentary Closing (5) Signature

**THE GIFT ACKNOWLEDGMENT** Make every effort to write your thank-you note as soon as possible after receiving the gift. If, however, you anticipate a long delay, either because of the number of gifts that you have received or because of the myriad details associated with the wedding, you may do one of two things:

First, you may acknowledge the gift verbally by calling to thank the person who has given it to you or by thanking him in person. If the giver is your fiancé's (or husband's) friend, your fiancé may convey your thanks, adding that you plan to send a note in the near future. If the person is a friend of your parents or in-laws, they may say that you have received the gift and intend to send a personal note shortly.

Second, you may acknowledge the receipt of the gift by sending out an engraved card acknowledging that you have received the gift and plan to write a personal thank-you note in the near future. An example of such

an acknowledgment is given below: Miss Maiden Name or Mrs. Married Name acknowledges that she has received your gift and will write you a note of thanks as soon as she is able. There are two disadvantages to this procedure. It is, of course, an extra expense, and it seems to suggest a really special personal thank-you note to come. A few short lines at the outset can save lots of time and effort in the end. It should be emphasized that oral thank-yous and printed acknowledgments are no substitutes for a handwritten thank-you note. Their only purpose is to provide the time for you to write the thank-you note and to give immediate assurance to the givers that their presents have not gone astray.

**THE GIFT LIST** Don't trust to your memory to help you keep track of all the gifts you have received and the people who have given them to you. Before you know it, you'll be playing the frustrating and time-consuming game called "Who gave me what?"

**GIFT LIST FOR GROOM'S SIDE** (Copy to be given to mother-in-law)

Name	Address	Gift
Mary Bently	20 Stone Dr. iron	Orange, N.J.
Phebe Richards	10 E. 19 St. nightgown	N.Y.C.
Mr. and Mrs.	14 S. Lake Dr. glass fruit	S. Harding Scarsdale, N.Y.
Mr. and Mrs.	12 W. 78 St. stack	Bart Lions N.Y.C.
Mr. and Mrs.	6 Hyde St. silver	T. Howell Chicago, Ill.
Mr. and Mrs.	6 Belmont Dr. \$50.00 gift	Jack Cloud L.A., Calif.
Mr. and Mrs.	34 Olive St. casserole	John Stone Bronx, N.Y.
	dish	Edward Thompson 158 N. Glen Rd. toaster
	Belmont, N. Y.	

The surest way to remember who gave you what is to keep lists. They should be kept in a notebook or on a pad, not on little scraps of paper that are easily lost. The first list will be for gifts received from your side of the family. The second list is for gifts received from the groom's side. When this list has been completed, your mother-in-law will appreciate a copy so she will know what gifts you have received from her friends and family. She may use this list (as you may too) as a reference if she has to send a gift in the future.

Occasion	Gift	Where Received
Arrived	Acknowledged	Bought
shower 5/26	5/28	Gimbels (Joyce's)
shower 5/26	5/28	Saks (Barbara's)
engagement 6/3	6/7	Bloomingdale's (Aunt Em's)
engagement 6/12	6/15	B. Altman
wedding 6/20	6/22	Saks
wedding 6/22	6/25	Tiffany
wedding 6/23	6/28	Macy's
wedding 6/28	7/3	Sears

The list may be quite simple, consisting of three columns:

1. Sender's name
2. Sender's address
3. Gift

If you choose a more elaborate list (See Page 9.) you may add:

4. Occasion gift given (This will remind you whether it was for a party, shower, engagement party, or the wedding.)
5. Date gift received (This will enable you to thank people in the order the gifts arrive.)
6. Gift acknowledged (This will be your assurance that you did indeed send a thank-you note.)
7. Store where gift purchased (This information will be necessary if you want to return or exchange the gift.)

**A WORD TO THE WISE** A written thank-you note does not pledge you to a conspiracy of silence when you see the people who have given you a gift. You and the groom should thank the people in person when you see them. If they are guests at your home, try to use their gift or display it.

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This book was originally published in 1968 and reprinted in 1985, so the advice is somewhat outdated. For example, it implies that sending thank you notes immediately after the wedding is absolutely necessary, otherwise you should apologize for not doing so as part of your note and include a reason. No bride I know these days spends her honeymoon writing thank you cards. Just as a matter of logistics, it's not possible, as the cards haven't been received from the photographer yet. That alone takes a month or so. So, right off the bat, there are a few issues that I have with this book, although it is helpful. There are general suggestions as far as wording goes, but again, most young brides I know would never use that phraseology as it is from the 60's and the wording would sound strange coming from us, although I understand the intention is for us to use it as a guide and to paraphrase. The only extremely helpful tip that I got from this book was not to write more than 5 notes per day (although it can be very tempting when you get on a roll!) as you will find yourself starting to write sloppy and making mistakes. People hang on to these cards as keepsakes and you want to make it worth their wait. Unfortunately, I could absolutely not locate any other more appropriate book to help me out. So, I would say if you are absolutely desperate for help, this book will do.

I loved this book! It saved me a ton of time writing thank you notes for the many the wedding gifts we received. Instead of having to think up something new every time, I was able to use the author's notes for a variety of popular gifts, so I was never searching for words. Everyone who received my thank you note told me it was terrific. Finally, I'm a hero in my in-laws eyes! My wife too used the book and was thrilled that this book made it so easy for us to thank our friends and family.

This is THE GREATEST thank you book EVER. A friend told me to get it when I got married, saying she had used it to write her TY notes and many of her mother-in-law's friends called the M-I-L telling her how wonderful her new daughter-in-law's thank you notes were. I bought it and used it, and the same thing happened with me and my mother-in-law! I bought this book to give as a gift to a young lady who has an upcoming wedding and she loves it as well. The best part is that the book has complete thank you notes already composed for almost any kind of gift you can imagine receiving as a shower of wedding gift. And after you have written dozens of TY notes for your china, crystal, cookware, etc, you will be SO HAPPY that you bought this book. Seriously a MUST HAVE for any

bride to be who gives a darn about thanking her gift-givers!!!

This book is an excellent aid in writing the many thank-you notes that newly married or about-to-be married couples need to write. It demonstrates and describe ways to write personal thank-you notes within a formula so that you don't have to spend hours agonizing over what to say to people beyond the "thank you for the \_\_\_\_\_. I really liked it. Thank you for coming to our wedding" go-to that rings of a 10-year-old's thank you note to her grandmother for the "nice sweater you knitted for me"

Love this book! It has a lot of fun ideas, and made me laugh all the way through by the creative wording. If nothing else, this little book helps get your creativity going. Thank you!!

If the choices made available on are all those written for brides who do not know how to write suitable thank yous, ladies you are in trouble. This book was written for women who might think emailing a thank you would be suitable. If your Mother or aunts can't help you, my best suggestion is that you consider studying the form of a well written note you may have received at some point.

I kind of already knew this stuff, but probably useful for somebody who doesn't write thank-you notes.

Wonderful book to help future brides and grooms organized gifts they receive and create gracious thank you notes.

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