

# INTENTIONAL THANK YOU'S

Sending handwritten thank you notes to those who support your publication is memorable for the recipient and a great life skill for students.

- ▶ Handwritten notes should be personal, specific and formal. These example thank you notes provide options for business ad buyers, senior ad buyers, yearbook angels and school administrative personnel.



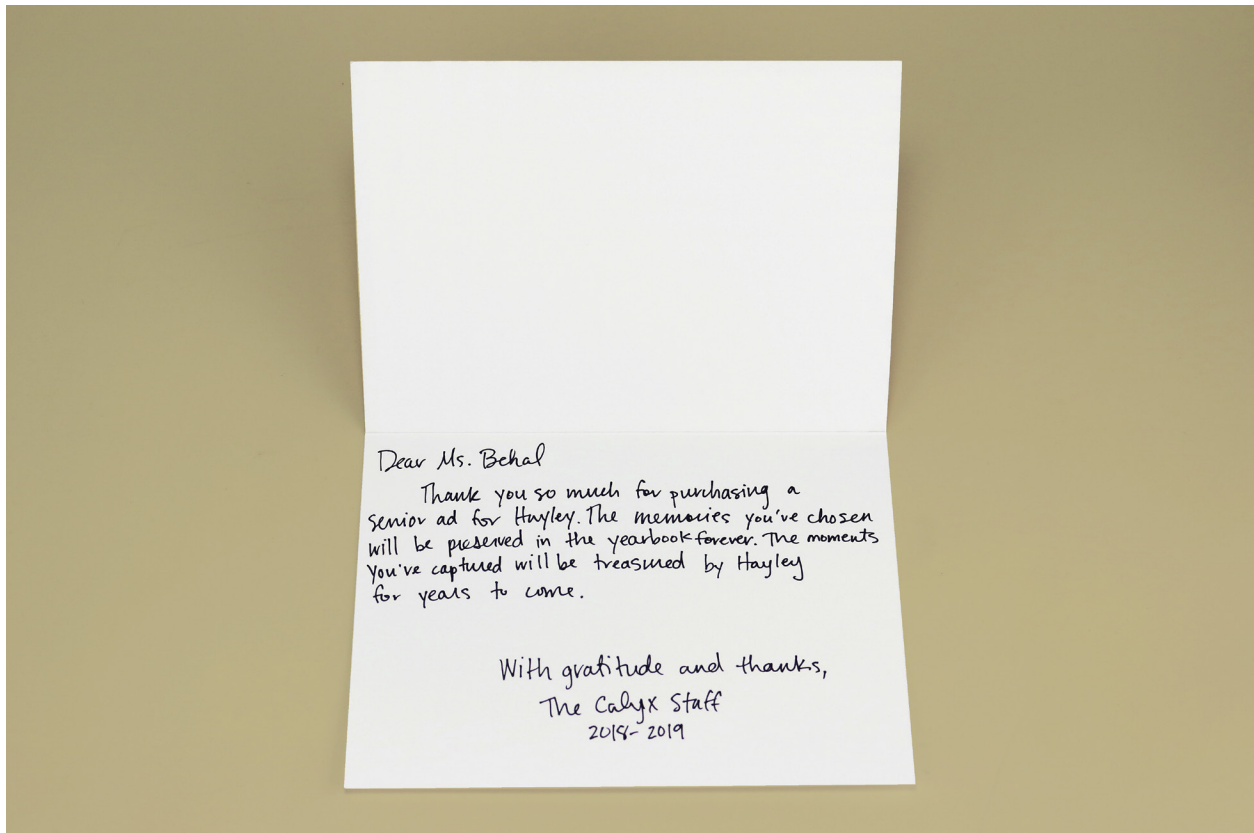
## BUSINESS AD BUYER

Dear Mr./Ms. \_\_\_\_\_,

Thank you so much for your purchase of a business ad in the (*publication name*) yearbook. Your support helps us ensure the yearbook at (*school name*) remains affordable for your students. We appreciate your support of our staff and our endeavors, and we can't wait for you to see our book in the coming months.

Thank you again for your support!

The (*publication name*) Staff (*school year*)



### SENIOR AD BUYER

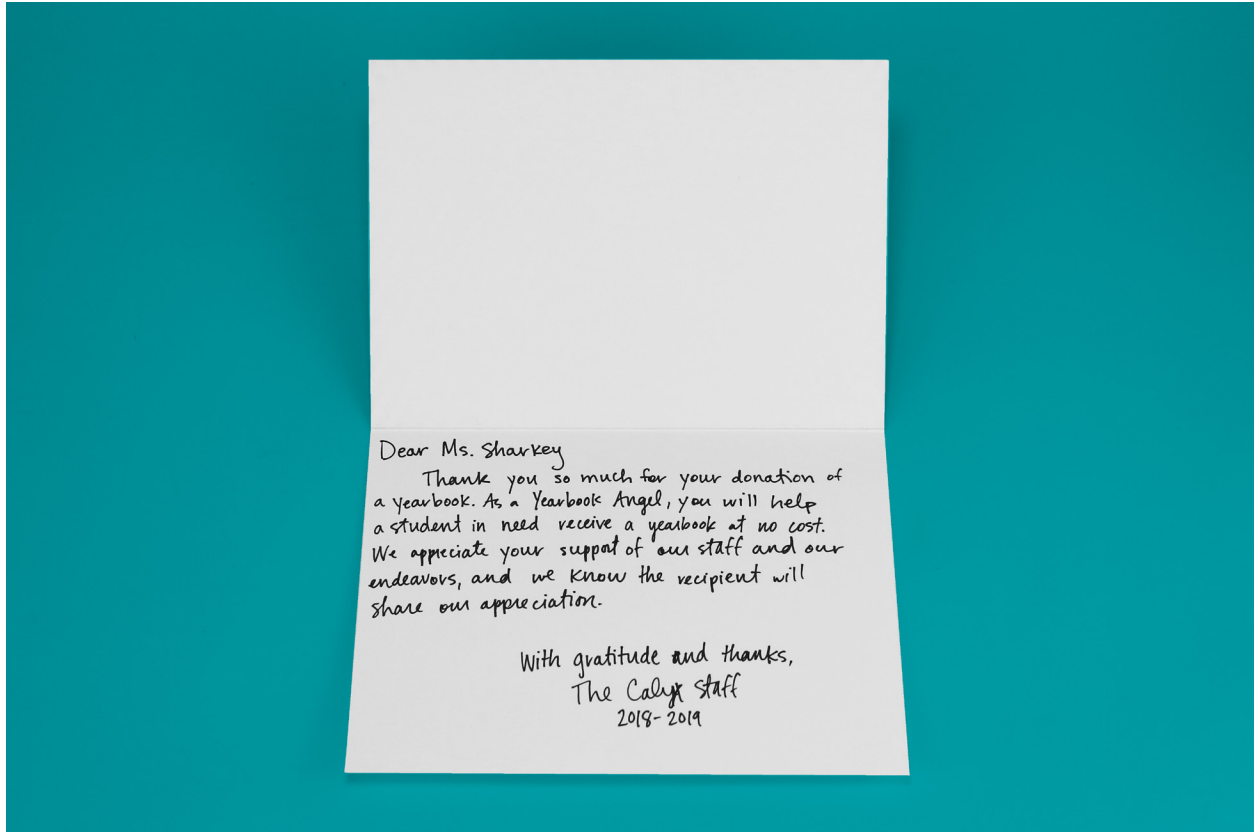
Dear Mr./Ms. \_\_\_\_\_,

Thank you so much for purchasing a senior ad for (*student name*). The memories you've chosen will be preserved in the yearbook forever. The moments you've captured will be treasured by (*student name*) for years to come.

With gratitude and thanks,

The (*publication name*) Staff (*school year*)

HOW TO  
YEARBOOK



## YEARBOOK ANGEL

Dear Mr./Ms. \_\_\_\_\_,

Thank you so much for your donation of a yearbook. As a Yearbook Angel, you will help a student in need receive a yearbook at no cost. We appreciate your support of our staff and our endeavors, and we know the recipient will share our appreciation.

With gratitude and thanks,

The *(publication name)* Staff *(school year)*

HOW TO  
YEARBOOK



### SCHOOL ADMINISTRATIVE PERSONNEL

Dear Mr./Ms. \_\_\_\_\_,

Thank you so much for all you do for our staff. Your kindness and willingness to go above and beyond for our publication shows you truly care about student learning and growth. We appreciate all the room numbers looked up, phone calls taken and last-minute name lists generated to keep our program moving in a positive direction.

Thank you again for all you do. Your work does not go unnoticed!

The (publication name) Staff (school year)