

Lesson IV : Thank Your Host/Hostess.

A beautifully prepared and presented event deserves a gracious and sincere expression of appreciation. In all cases, be certain to thank your host when leaving the party.

If the event was a small party, a special occasion or you were the guest of honor, it is appropriate to again thank the host the following day.

This may be accomplished by either telephoning the host, or by sending a thank-you note, flowers or a hostess gift to show gratitude and compliment the host on an enjoyable occasion.

**Send a thank-you note,
flowers or a hostess gift
to show your gratitude.**



However, if you are a frequent guest of the host or it was not a special occasion, it is not necessary to send a thank-you note each time you visit. Use common sense to determine if a verbal thank-you as you are leaving would be sufficient.

Lesson IV : (Continued) Thank-you Notes

A well-written and sincere thank-you note is the perfect opportunity for you to practice kindness and to demonstrate your knowledge of social graces. Thank-you notes should be handwritten on fold-over cards or note-sized stationery. Monograms always add a personal touch to your correspondence.

The message should be brief and sincere. A welcome thank-you note may look like this example:

Dear Mr. Pierson,

Thank you ever so much for the delightful evening at Marc Smith's retirement party. I believe that I can speak for all the guests that I have never witnessed a more surprised guest of honor! From the wonderful meal of Marc's favorite foods to the comical "roasting" at the evening's end, it was the perfect send-off for a great co-worker who will be missed by all.

*Sincerely,
Jennifer Johnson*