**Example**

Dear Jackie,

Thank you for your help with the family reunion—you’re my hero! The time you put into booking the hall and sending out invitations to family members, not to mention organizing the potluck, took much of the strain off me this year. I learned that, when I have someone to help me, the Nolan family reunion is not only manageable but fun. If you hadn’t jumped in to save the day, I might have ended up canceling it altogether and missing the chance to reconnect with everyone.

I’d love to take you out for coffee next time you’re in town as a small token of gratitude for all you’ve done. Give me a call!

Love,

Aunt Carol