

Gratitude Letter Assignment

Directions:

Choose an adult (preferably a mentor) who you are really grateful for and write him or her a letter to express your gratitude. Remember to be honest and specific. The more effort you put into writing your letter, the more your message will mean to the other person.

You can use the letter template below and fill in the blank spaces, or write the entire letter in your own words. Letters must be 1 page, double spaced, 12 point font.

You can include anything you want, but be sure to describe:

- The ways this person helped you
- How this person's help benefited you and made your life better
- The time or effort it cost that person to help you
- Why this person chose to help you
- How you feel about this person

After you write your letter, give it to the other person. You could deliver your letter in person, read it to him or her over the phone, or send it through email—it's up to you! But remember, this activity works best if you read the letter in person. We know it may feel a bit awkward, but it's more likely to make you and the other person feel good!

Gratitude Letter Template

Dear Person's name,

Thank you so much for *(describe the kinds of things this person has done to help you)*. This has really helped me *(describe how this person's actions have benefited you or what he or she inspires you to do)*. I also really appreciate how you *(describe other things that this person does to help you or make your life better)*. I realize that *(describe what it costs this person to help you in these ways)*. Your actions show me that *(say why you think this person wanted to help you)* and *(what promise you think this person sees in you)*. I *(describe how you feel about this person)*. Thanks to you I want to *(say what this person motivates you to do)*.

Gratefully,
Your name

Gratitude Letter Rubric

Competencies	1 (introducing)	2 (developing)	3 (mastering)	Score
Use Of Time (C. 17)	Student uses some of their time to work productively and efficiently. (1-4 points)	Students uses most of their time to work productively and efficiently (5-9 points)	Student uses their time to work productively and efficiently. (10 points)	
<p style="text-align: center;">Content & Quality (C. 18, D. 22, D. 23)</p> <p>1) The ways this person helped you 2) How this person’s help benefited you and made your life better 3) The time or effort it cost that person to help you 4) Why this person chose to help you 5) How you feel about this person</p>	The essay does not address or answer the prompt. Essay has no style or voice. Lacks information and organization. (1-10 points)	Most of the essay addresses or answers the prompt. Essay has interesting style and voice. Somewhat informative and organized. (11-19) points	All of the essay addresses or answers the prompt. Essay has excellent style and voice. Very informative and well organized. (20 points)	
Content Spelling, Grammar, Punctuation (D. 23)	The project has 3-5 spelling, grammar, or punctuation errors with original content. (1-4 points)	The project has 1–2 spelling, grammar, or punctuation errors with original content (5-9 points).	The project has excellent spelling, grammar, punctuation, and original content. (10 points)	
Page Requirement (D. 23)	The project is less than half of the page, double spaced, 12 point font. (1-4 points)	The project is around a half page, double spaced, 12 point font. (4-6 points)	The project is a full page, double spaced, 12 point font. (10 points)	
Comments:				Total: