

Name _____



Grateful Hearts

Directions: Use the structured prompts below to draft a meaningful thank-you letter to a veteran. Focus on using a **respectful tone** and specific details. Once you have completed these sections, use them to write your final letter on a clean sheet of paper.

Step 1: The Formal Salutation

When writing to a service member, it is important to be polite. You can use a general greeting or a specific one if you know their name.

- **Draft a greeting:** (Example: Dear Veteran, or Dear Sergeant Smith,)

Step 2: Expressing Direct Gratitude

Start by clearly stating why you are writing. Avoid just saying thanks; explain that you recognize their **commitment** to the country.

- **Prompt:** I am writing to you today because...

Step 3: Recognizing Their Sacrifice

Veterans often miss birthdays, holidays, and time with family to serve. Acknowledge the **challenges** they might have faced.

- **Prompt:** I understand that serving in the military requires you to...

Step 4: Connecting to Personal Freedom

Think about a specific freedom you enjoy today (like going to school, speaking your mind, or feeling safe). Connect their service to that **liberty**.

- **Prompt:** Because of your bravery, I am able to...

Step 5: A Thoughtful Closing

End your letter with a final wish for their well-being and a formal closing.

- **Prompt:** My wish for you this Veterans Day is...
- **Draft a closing:** (Example: Sincerely, or With great respect,)