

Guide to writing thank-you notes for 4-H awards and animals sold at auction

- Use stationery or plain note cards and proper postage. Avoid the pre-inscribed 'Thank you!' cards, there are more appropriate choices for this time. Stay away from full-size sheets - note cards are best, as your message will be brief, and would look silly swimming around on a full-size page.
- When you are writing a thank you note, always plan ahead. Be sure the message is clear and that all the information needed is in a logical sequence--you don't want to confuse the reader.
- Use blue or black ink. Colored ink or markers are not the best choices.
- Hand-write the notes, even if your handwriting is not so good. Thank-you notes are traditionally written in cursive, unless the sender is a young writer in which case printing may be a better choice.
- Take the time to write as neatly as possible.
- Keep it short and sweet yet vivid and complete.
- *Think of how you would feel to receive a thank-you note like the one you are sending.*

1. Greet the Giver

- ✓ Dear Mr. Smith,

2. Express Your Gratitude

- ✓ Thank you so much for purchasing my 4-H market hog at the auction.
OR
- ✓ Thank you so much for sponsoring the embroidered jacket for the Best Female Beef.
ETC.

From the smallest donation to the largest, each individual and company gives what they feel they are able to and receiving a sincere thank-you will go a long way towards making sure they include the 4-H program in their plans for next year's donations. Sponsorship does not just "happen," it is something that donors budget and plan for all year long.

3. Discuss Use

- ✓ I plan to start a savings account for college.
OR
- ✓ I will be proud to wear this jacket; I have worked very hard on my beef project.
ETC.

Say something nice about the item and how you will use it. Let's say it's something you actually love and will use a lot - then say so.

Be a little personal. Is this your first year of 4-H or first year in this project? Write something about that. Is this your last year of 4-H and you are heading to college? Write something about that, perhaps telling the donor where you are going to college and what you plan to study, maybe even how 4-H has helped prepare you for your college endeavors.

5. Thanks again

- ✓ Thanks again for attending the auction.
- OR
- ✓ Thanks again for your generous donation.

It's not overkill to say thanks again. So say it.

6. Regards

Simply wrap it up. Use whatever works for you: *Yours Truly, With Thanks, Sincerely, Regards*. Then sign your name and you're done.

Now get it in the mail! Make sure the envelope is properly and neatly addressed to ensure it will be delivered to the recipient.

Adapted from "How to Write a Thank-You Note" by Leslie Harpold and "How to Write a Thank-You Note" on e-How.com.