



ANATOMY OF A GOOD THANK YOU LETTER

Why write thank you letters?

- To give buyers recognition for their support of the program.
- To thank them for their support of your project.
- To show you care and are willing to go the extra mile.
- To make a connection even after the show ring.

Dear Mr. Smith,

I would like to thank you for helping to support the Anywhere County 4-H and FFA Livestock Auction and for buying my lamb. Your support means a great deal to me personally and to the 4-H and FFA programs.

I am a junior in high school this year, and the money that I receive from your purchase will go towards purchasing a livestock project for next year, and helping to pay for college.

Once again, thank you for your support!

Sincerely,

Bob Johnson

Make your greeting respectful and personalized.

Thank them for their support of the program and specifically for their support of your project.

Share a little about yourself and what their support will help with.

Thank them again, close with a respectful salutation and sign your first and last name.

Hand sign the letter!



Other things to remember:

- Use nice stationary or a notecard and handwrite your message.
- Use your best handwriting and proofread for spelling errors.
- Mail the thank you or hand deliver it, but be sure that it is received in a timely manner.