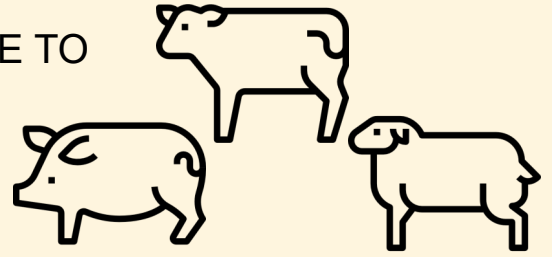




A LIVESTOCK EXHIBITOR'S GUIDE TO

WRITING THANK YOU NOTES



Use the tips below to craft a note that shows your appreciation for the generous contributions made by program donors.

STATIONARY

Use quality stationary. Choose a card that fits the purpose for writing. Although some families choose to print their own cards, the local discount stores also offer a variety of card styles to choose from.



HAND WRITTEN

Thank you notes should always be handwritten. This can take some time if you have many to write. Set aside time to knock out a few notes each day. If you plan to order custom cards, avoid printing a general, impersonal message.

TIMELY

Thank you notes should be written as soon as possible. Not only are details from the event fresh on your mind, but timely feedback is an important factor in showing the donor how grateful you are for their contribution.



PURPOSEFUL

The first line of text should let the reader know why you are thanking them. Show them how much you appreciate them by telling them about yourself, future plans, or explaining a personal connection.

PRACTICE

There is no need to waste good stationary or send off a card with mistakes. Grab a scratch piece of paper to plan your text and make sure that all words are spelled correctly. Practice will make writing thank you notes easy!



Adapted from materials by Texas A&M Agrilife Extension Bell County 4-H.

Made with Icons from www.flaticon.com



IDEAS TO HELP YOU GET STARTED!

AIM TO WRITE A MINIMUM OF 3-5 SENTENCES.



INTRODUCTION

- Thank you for purchasing my...
- I want to thank you for adding on to the purchase of my...
- Thank you for contributing to the sale of my...
- I want to thank you for sponsoring the _____ buckle.

BODY

- I am a member of the _____ 4-H club.
- I have raised _____ for ___ years.
- My favorite thing about showing _____ is...
- This year I learned....
- My other 4-H projects include....
- 4-H has taught me about....
- Next year I plan to....
- The money will go toward....
- I plan to attend _____ (college) and study _____.
- I hope to make an impact in my community by....

CLOSING

- I greatly appreciate your generosity.
- I really appreciate your support.
- I greatly appreciate your continued support of the 4-H programs.

EXAMPLE

Dear (Buyer),

Thank you for attending the auction at the Dunn County Fair and purchasing my market lamb project. I am a member of the Jolly Clover 4-H Club and have been showing lambs for five years. 4-H has not only taught me how to care for my animals, but it has also taught me about leadership and the importance of serving our community. I plan to use the money from the sale of my lamb to start a fund for college. I greatly appreciate your support and generosity.

Sincerely,

(4-H Member's Signature)