

HOW TO WRITE "THANK YOU" LETTERS

You are going to thank someone for doing something wonderful for you.

Remember -- this person or business did NOT have to do this for you! If they purchased your auction animal, OR, if they donated toward an award that you won, *you are grateful*. (Put yourself in their place: If you were the one who donated some hard-earned money, etc., you would want someone to thank you!)

So, send them a letter, *in your best handwriting*: Thank you cards are OK, if you include a letter in it. The person or business receiving this must know: (1) who and what you are, (2) what you did to win or get their donation and (3) just how grateful you are! *Note: You are encouraged to use your own stationery and stamps; however, extra 4-H-style stationery, envelope and stamp can be purchased from the 4-H office for \$1.50.*

- (1) Give your full name, and your age or grade, and that you are a 4-H member who is in the ____? ____ project, for _?_ years, and a member of the ____? ____ club. If you are acquainted with this donor, remind them how they might know of you.
- (2) Tell or remind them that they were the successful bidder for your animal (what kind, its weight, etc.), OR, that you won an award (name the award and the category that the award was for) that they donated to, and how you won that honor.
- (3) Most adults LIKE to read letters from young people. Tell them what you plan to do with this money or award (what will you do with it? Is it the first?). Tell them about your 4-H plans for next year and a little something about yourself. And tell them how thankful you are to have received this "wonderful" thing that they did for you.
- (4) It is also good to mention something like: "I am glad that donors like you contribute to the 4-H program and help-provide an incentive to all 4-H members to make the best better." OR, "I am happy to have a buyer like you who helps make the 4-H youth auction program possible.
OR, better yet, use your own words to tell this person or business that you are grateful that people like them do contribute to a very important and worthwhile youth education program.
- (5) At the bottom of your letter, write: "Sincerely," and sign your name.

HOW TO ADDRESS ENVELOPES:

Start donor's 3 or 4-line address about ½-1-inch left of the center of your envelope (see example below). Put your name and address in the upper left-hand corner. Stamp goes in the right-hand corner.

