

ANATOMY OF A GOOD THANK YOU

- Handwritten on nice stationary or a notecard (use your best handwriting and be sure to proof for spelling)
- Mail the thank you or hand deliver it, but be sure that it is received in a timely manner

Make your greeting **RESPECTFUL** and **PERSONALIZED**

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 program.

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

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

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

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

OTHER SUGGESTIONS:

- You may also consider giving them a thank you gift - a framed picture of you and your animal, a plaque, a gift basket or something else
- If you do give a thank you gift, you may either give it at the sale that night, or deliver it person soon after.