How to Write a Thank-You Letter

It’s very important to send donors and sponsors and auction buyers a personalized, handwritten thank you. Here are some tips for successful thank-you letters.

- Use your best handwriting.
- Show gratitude.
- Include your name, your age or grade in school, where you’re from or your club name.
- Reference the gift you are thanking them for. If the gift was money, it’s not in good taste to reference dollar amounts. Examples would include “thank you for sponsoring the market swine trucking” or “thank you for your successful bid at the premium auction”.
- If you are not personally familiar with this person, limit the amount of personal information you include about yourself to your name and county. If you are familiar with this person, make reference to how you know them.
  - An example would include “You are a fantastic Grandpa, thank you for your support”, or “Thank you for being a supportive neighbor”.
- Include the project area(s) that you are participating in.
- You may include a reference to how you will use your award.
  - Examples include, “this will help me continue to work in my project area” or “next year I plan to show (#) (livestock) at the Clay County Fair”
- You could include something about the 4-H program, such as “thank you for your support of the Clay County 4-H program”, or “Thank you for encouraging 4-Hers to make the best better”, or “thank you for making the 4-H/FFA Premium Auction possible”, or “thank you for contributing to this important youth education program”
- At the bottom of your letter, write “sincerely” and then sign your first and last name.