

ANATOMY OF A THANK YOU NOTE OR LETTER

Thank you notes and letters are used to express gratitude to the all of the people who sponsor, facilitate, and support the opportunities that you participate in. **NEVER forget**, these people had a **choice** and they **chose** to help provide this amazing opportunity for you and your projects!

KEY COMPONENTS:

THE OPENING ADDRESS:

- Make sure you address the person/group properly, double check that you have their name(s) correct
- The best openers:
 - *Dear.....*
 - *Mr. Last Name....*
 - *Ms. Last Name....*

THE THANK YOU:

- Don't be shy - actually thank them for the item, experience, etc.
- Examples:
 - *"Thank you for taking the time to meet with me today"*
 - *"Thank you so much for your thoughtful gift"*
 - *"Thank you so much for your support"*

THE SPECIFICS:

- Make sure you add details about yourself and what you are thanking this person for
- Details that are nice to include:
 - Your name, your club/chapter name, and your main project
 - The name of what they donated and tell them how it helps or encourages you
 - Tell them how much you appreciate them

THE FINAL THANK YOU:

- Make sure to say thank you one last time before signing off
- Can be as simple as:
 - *"I truly appreciate your kindness and support"*
 - *"Thank you, again"*

THE SIGNOFF:

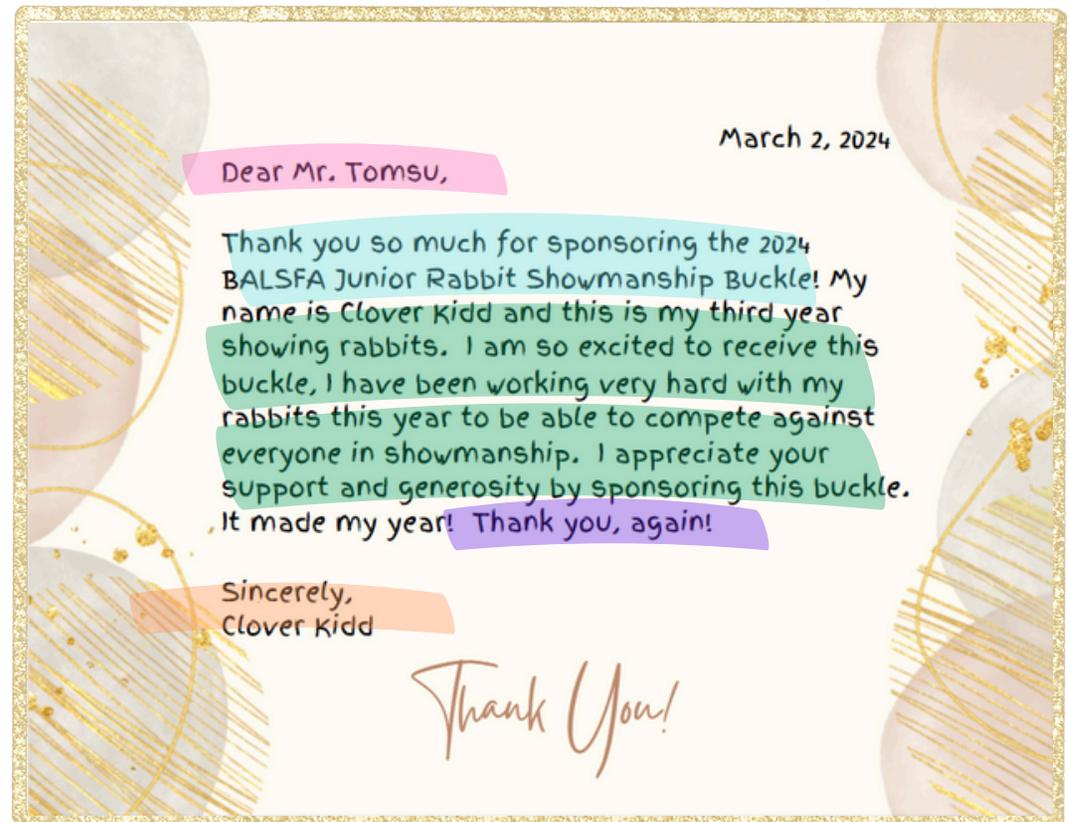
- Wrap up your note with a formal closing and then sign your name
- Good closings:
 - *Sincerely,*
 - *Respectfully,*
 - *Gratefully,*



2025 BALSFA Auction
Thank You Notes Due
Monday, 4/30/25

HELPFUL TIPS:

- **Keep it simple** - aim for 4-8 sentences
- **Be timely** - send them as soon as possible (typically within 2-4 weeks OR by the deadline in the event rules)
- **Personalize it** - try to add some personal details to each note, it can make or break your note and means a lot to the recipient
- **Write it in your own voice** - you should sound like you
- **Proofread and edit** - double check for typos and errors



March 2, 2024

Dear Mr. Tomsu,

Thank you so much for sponsoring the 2024 BALSFA Junior Rabbit Showmanship Buckle! My name is Clover Kidd and this is my third year showing rabbits. I am so excited to receive this buckle, I have been working very hard with my rabbits this year to be able to compete against everyone in showmanship. I appreciate your support and generosity by sponsoring this buckle. It made my year! Thank you, again!

Sincerely,
Clover Kidd

Thank You!

Thank You

March 2, 2024

Dear Mr. Sharp,

Thank you so much for sponsoring the 2024 BALSFA Junior Rabbit Showmanship Buckle! My name is Clover Kidd and this is my third year showing rabbits. I am so excited to receive this buckle, I have been working very hard with my rabbits this year to be able to compete against everyone in showmanship. I appreciate your support and generosity by sponsoring this buckle. It made my year! Thank you, again!

Sincerely,
Clover Kidd

THANK YOU!

March 2, 2024

Dear Mrs. Bauer,

Thank you so much for sponsoring the 2024 BALSFA Senior Poultry Showmanship Buckle. My name is Clover Kidd, I am a member of the Bastrop 4-H Club and this is my 6th year showing poultry. I am so excited to receive this buckle - it is my very first one! I attended several poultry clinics this year to prepare for this and am very excited that everything I learned truly helped my birds and improved my showmanship skills. Thank you so much for sponsoring this award!

Sincerely,
Clover Kidd

THANK YOU

March 2, 2024

Dear _____,

Thank you so much for sponsoring the 2024 BALSFA _____
_____. My name is _____, I am a
member of the _____ and this is my ____ year
showing _____.

<<Add 1 to 3 sentences about why you are excited to receive
this prize and what you did to improve your skills or learn
more about your project this year>>

Thank you so much for sponsoring this award!

Sincerely,
