

# 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.