

Writing a Thank You Note



Your Thank you Note is a reflection of YOU and the 4-H Program.
The note means a lot to the Donor and/or Sponsor.



Thank-you notes should be sent to acknowledge people for gifts, donations, sponsorship, special help with a project, leadership provided, parties attended, meals eaten and even having spent the night at someone's home as a guest.

Personal notes should be handwritten in ink. Outline your thoughts and then write a draft. If your handwriting is hard to read, write out the message on scratch paper first. Have it checked for spelling and be sure it includes good content. Avoid vague statements and generalities that will have little meaning or significance to the donor/host/sponsor/volunteer. Take your time to neatly copy the message on to a nice note card or piece of stationery.

Neatly and properly address the envelope.

Source: Amy Vanderbilt Complete Book of Etiquette

November 2, 2020	}	Date
Dear Mr. Peterson,	}	Greeting/Salutation
On behalf of the Green County 4-H members, I would like to send a sincere 4-H thank-you for Piggy National Bank's generous donation to our County 4-H Banquet. The meal of barbecue beef was really tasty.	}	Body/Note
One-hundred and fifty members and their parents attended the Achievement Banquet on October 23rd. The State 4-H President provided a very inspiring talk on being a good citizen in our communities.		
Thank-you for your interest in our Green County 4-H members. We appreciate your support.		
Sincerely,	}	Closing
Chris Clover Green County 4-H	}	Signature/name

Outlining Note Content

1. *Salutation or Greeting:* Dear Mr./Ms./Dr. A formal note will include either the last name or the first and last name. Example: Dear Ms. Greenfield, Dear Dr. Allen or Dear Mr. John Smith
2. *Body of the note:*
 - a. Paragraph one; mention something noteworthy about the event's importance to you and 4-H.
Avoid general statements – give this thought and heart. Content could include: What you

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- learned preparing for the contest. How was preparation and participation important to your personal growth? Why is 4-H important in your life and/or the life of others? How do you see the skills and knowledge learned, preparing you for the future? Does participation have any implications for a career path?
- b. Paragraph two; tell a little about yourself – main 4-H project area(s), favorite 4-H activity, years in 4-H, etc.
 - c. Paragraph three; remark about the donor's thoughtfulness and support financially and/or emotionally. Always end in an upbeat, kind and pleasant tone.
3. Closing: Sincerely, Best Wishes, Best Regards, Yours Truly, etc.
 4. Signature: Your full name, county and/or club.

Examples of Thank You Notes:

Donor

Dear Ms. Tomlin,

Thank you for sponsoring my trip to the Nature Museum. It was a great day and I learned a lot about our environment and the outdoors. The Nature museum has a really neat water garden full of different kinds of fish which will eat out of your hand. The dinosaur exhibit was really cool. We learned that the oil being used today in our cars and for plastic was once a dinosaur.

I really appreciate your interest in the 4-H program. I will try to use what I learned on the trip to become a better citizen.

Yours Truly,
Kristina Clover
4-Leaf Clover Sr. 4-H Club

For Special Leadership

Dear Mrs. Jackson,

A very special thanks for the wonderful program on photography at the Clover Petal 4-H Club Meeting. I learned how to make my pictures look more professional using the shutter speed, good lighting, lining up a picture in the camera's lens and the use of digital vs. film pictures.

I especially enjoyed all of the beautiful pictures that you brought and shared with our club! Someday I hope to be as good as you.

Thank you for taking your time to teach us more about photography.

Your Friend,
Red Clover

Senders Name
Sender's Street/Mailing Address
Sender's City, State and Zip Code



Recipient's Name
Recipient's Street Address
Recipient's City, State and Zip Code

The proper way to address an envelope.