A guide to writing a great thank you note!

4 EASY PARTS
Tips to Remember

- Be timely! The sooner you send it, the better.
- Use blue or black ink.
- Handwritten is always the best option, even if your handwriting isn't great.
Greet the Giver

- know their name. It makes all the difference.

"Dear Mr. Smith,"
Express your Gratitude

- thank them for sponsoring
- discuss the award you won
- your involvement in the project
  - animal's name
  - what you made

"Thank you so much for sponsoring the award for..."
Discuss Use

- if it's a prize you are going to use, describe how you'll use it.
  - wear a super cool jacket
  - feed your animals with a new bucket.

"With the new bucket I plan to..."
Grace & Regards

- It's not bad to say "thank you again."
- Sign your name.

"Thank you for sponsoring this award."
Dear Mr. Smith,

Thank you for sponsoring the Grand Champion Intermediate Swine Showmanship award at the Linn County Fair. I have been in the swine project for 4 years and my pig’s name this year was Porky. I really enjoy this project because I can see my hard work pay off. I received a super cool sweatshirt for this award which I will be wearing this fall when it gets cooler. I’m really excited to show it off. Thank you again for supporting the Linn County Fair, it truly means a lot.

Thanks again,
Jane Doe