

Writing Thank You Notes



help provided.

this of making on the checklist is taken care of in one letter.

Thank-you notes should be sent by 4-H clubs to thank people for presents, donations, sponsorship, special with a project, and leadership

A thank-you letter should have five points. Use checklist with the goal sure that everything

Five Point Check List

1. A statement to the people you are thanking. Is it one person? A couple? Mother and daughter?

An entire family? A business? A donor? Always address the note to an individual.

2. Who is doing the thanking? (You alone? On behalf of your club or county 4-H? Your family?) If only one person's writing that person should thank on behalf of everyone involved.
3. Mention something noteworthy about the event or gift. (Great food! Good music! Pretty flowers on the table. Usefulness of the gift. What you learned. How the donation was used. How many people were reached?) This is the time to tell the person details.
4. It's nice to remark about the thoughtfulness of the giver or donor.
5. Always end in an upbeat, pleasant tone.

The following are examples of thank-you notes:

Donor

Mr. Dan Smith
Smith Grocery
100 W. 4th Street
Anytown, WI 00000

Dear Mr. Smith,

On behalf of the Wisconsin River 4-H Club members, I send a sincere 4-H thank-you for Smith Grocery's generous donation to our Community Festival Event. The meal of barbecue beef was really tasty.

One-hundred and fifty members and community residents attended the festival on October 23rd. The games and activities provide by 4-H members helped community residents learn more about 4-H.

Thank-you for your interest in the Wisconsin River 4-H Club. Please accept this window cling as a token of our appreciation.

Sincerely,

Donor

Ms. Patty Tomlin
Anytown Public Museum
Anytown, WI 00000

Dear Ms. Tomlin,

Thank you for allowing the Busy Bees 4-H Club members to meet in the museum hospitality room to practice our club play. It is a large open space and is available on evenings and weekends.

Thirty-five club members participated in the play, learning public presentation skills. We performed the play in April in front of a packed theatre.

We appreciate your support of the 4-H program. Please accept this window cling as a token of our appreciation.

Yours Truly,

For Special Leadership or Help

Mrs. Betty Jackson
500 E. 10th Street
Anytown, WI 00000

Dear Mrs. Jackson,

I send a very special thank you for the wonderful program on photography at the Clover Petal 4-H Club Meeting on behalf of all the members. We learned how to make pictures look more professional using the proper film, good lighting and lining up a picture in the camera's lens

We especially enjoyed all of the beautiful pictures that you brought and shared with our club!

Thank-you for taking your time to teach us more about photography. Please accept this window cling as a token of our appreciation.

Sincerely,