

A guide to writing a great thank you note!

4 EASY PARTS



K-STATE
Research and Extension



Marais des Cygnes
District

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,"



2

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..."



3

Discuss Use

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

"With the new bucket I plan to..."



4 Grace & Regards

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

"Thank you for sponsoring this award."



Example Thank You

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 recieved a super cool sweatshirt for this aware 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

