

## Thank You Letters

*When you get your list of buyers and award donors, writing your thank-you letters is a very important task for you to complete. Not only are you required to do this in order to receive your stock show checks, but these letters give you a chance to let the buyer of your animal know much you appreciate their generosity. This county stock show would not be possible without our contributors. Because of the importance of your letters, here are some things to think about and some guidelines to follow.*

Your thank you cards or letters should contain information about your animal project and your experiences raising your animal, and what you learned from your project. You can tell them a little about yourself, such as your age and how long you have been active in 4-H or FFA and in the livestock show. Your buyer will find your humorous or challenging experiences with your animal interesting reading. A picture of you and your animal should be attached to the thank you card. Your note should thank your buyers for supporting the Kinney County Junior Livestock Auction and let them know you hope they will continue to support the young people of this county.

### Guidelines

A thank you note must be written to each buyer of your animal, and to each donor for the awards you received. If 15 buyers get together to pay you a premium for your project, each of them must receive a thank you note from you.

The note itself should contain at least one paragraph and be easy to read.

Please write your thank you note in pen, not pencil.

Optional: You may include a picture of the exhibitor with their animal or project. Here is the link to Peyton Bonner's photography site.

**The note must be enclosed in an UNSEALED, already addressed and stamped envelope suitable for mailing.** Everything must be turned into the Kinney County Extension Office for review within three weeks of receiving your thank-you note list. Your notes will be reviewed and if any changes need to be made they will be given back to you.

**Congratulations on your accomplishments! The supporters of our stock show are all interested in you and what you do during the year. We hope that these reminders will inspire and encourage you to show your appreciation of the service and contributions others bring to our stock show for you!**