

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

If you need anything to be able to complete this task, please contact the office as soon as you know you need some help.

Guidelines

A thank-you letter must be written to each buyer of your animal and to each donor for the awards you received. For example, if several buyers get together to buy your animal, each of them must receive a thank you note.

The note itself should contain at least one paragraph (50 plus words) and be easy to read.

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

Optional: You may include a picture of yourself and your animal.

Your thank-you notes should be in UNSEALED, ADDRESSED, and STAMPED envelopes ready to be reviewed and then mailed by the office. Everything must be turned into the Kinney County Extension Office within **THREE** weeks of receiving your thank-you note list. All thank-you notes will be reviewed and if any changes need to be made they will be returned 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!