

Memorandum

To: Uvalde County Junior Livestock Show Exhibitor

From: UCJLS & Uvalde County Extension Office

Date: February 25, 2021

Subject: "Thank You" Cards/Letters/Notes

For those who received any kind of awards (buckles, trophies, gifts for showmanship/sponsors), and/or sold an animal or project during the Uvalde County Junior Livestock Show, we are asking you to submit "Thank You" cards, letters or notes to the buyers, individuals who added-on, and to sponsors.

The summary from the Uvalde County Junior Livestock Show of your list of buyers, individuals who added-on to your project is attached under your name. If you received a trophy, buckle, or a banner, you also need to write a thank you letter to those sponsors.

Remember to include the name of the business or individual in the salutation of all correspondence. Also, do not forget to sign your name. Letters need to distinguish between the buyers, add-ons, and sponsors. We ask each "Thank You" correspondence have the **recipient's mailing address** on the envelope as well as the **correct postage**. Please do not seal. Our office will randomly check letters for content. All 4-H exhibitors must turn in their "Thank You" letters and project forms to the Uvalde County Extension Office by **Friday, March 26, 2021**.

Remember, a thank you letter is a small thing, but it carries a big message of appreciation and gratitude. Hand-written (or typed) thank you cards/letters/notes give you the opportunity to show your heartfelt gratitude to the recipient who took of their time and money to support you in your project or Uvalde County 4-H.

To better assist first timer exhibitors or individuals who do not know what to write, we also included a tip sheet on "How to Write...Thank You Letters". You do not have to follow the guidelines; this is just to give you some ideas on what to write. Also enclosed is a sheet on how to address envelopes. Please address envelopes correctly.

Also enclosed is a 2021 UCJLS 4-H Project Record Form¹ & ². If you are a 4-H member and did not submit a record book for commercial heifers, this must be completed and returned to our office with the "Thank You" letters.

Should you have any questions, please call us at 830-278-6661.

Thank you.

P.S. Thank you letters are long standing obligation of UCJLS participants and are in keeping with the ethics of 4-H and FFA members.

¹ For 4-H members only

² If exhibitor showed only commercial heifers and submitted a record book, no project form is needed.