



---

## How to write a Sponsor Thank You letter properly address an envelope

---



### How to Write “THANK YOU” Letters

You are going to thank someone for doing something wonderful for you! Remember, this person or business did NOT have to do this for you! If they donated money for the purpose of supporting youth, *you are grateful!* (Put yourself in their place; If you were the one who donated some hard-earned money, etc., you would want someone to thank you!)

So, send them a letter, *in your best handwriting*. Thank you cards are OK, if you include a letter in it. The person or business receiving this must know: 1) who you are and your club name, 2) what you did to win or get their donation/support and 3) just how grateful you are! *You can make or purchase your own Thank You card or you can download and print the attached 4-H or FFA note cards to use. If you do not have an envelope, Rotary will provide the envelope and stamp to mail the cards.*

- 1) Give your full name, and your age or grade, and that you are a 4-H member who is in the \_\_\_\_\_ project, for \_\_\_\_\_ years, and a member of the \_\_\_\_\_ 4-H club/FFA chapter.
- 2) Tell or remind them that they donated money towards your market project animal (which species, its weight, etc.).
- 3) Most adults LIKE to read letters from young people. Tell them what you plan to do with this money (what will you do with it? Is it the first animal you sold, etc.?). Tell them about your 4-H/FFA plans for next year or the future, and a little something about yourself. In addition, tell them how thankful you are to have received their support.
- 4) It is also good to mention something like: “I am glad that donors like you contribute to the 4-H & FFA programs and help provide an incentive to all 4-H/FFA members “to make the best better”. Or, “I am happy to have a sponsor like you who helps make the 4-H & FFA youth market animal programs possible”. Or, better yet, use your own words to tell this person or business that you are grateful that people like them do contribute to a very important and worthwhile youth education program.
- 5) At the bottom of your letter, write: “Sincerely,” and sign your name.
- 6) Make sure to write neatly, use spell check and proof read your letter before sending.

### How to Properly Address Envelopes

(See example below)

Put your name and address in the upper left hand corner. (Rotary will provide the stamp and mailing label for your Thank You card(s). Remember to leave room and DO NOT SEAL your note card.

Your Complete Name Mailing Address City, State, Zip code	Place Postage Stamp Here
Rotary will provide a mailing label for the sponsor's name & Address	



---

## PRINTING DIRECTIONS FOR ATTACHED THANK YOU CARDS

---



Attached are two PDF files. One for 4-H and one for FFA Thank You Note cards. You will note that there are two (2) note cards per page. You may be asked to write more than one Thank You note. If you do not have access to a printer at home, you can get these cards printed at a copy shop or Staples. Download the file onto a thumb drive and take it to town.

### STEPS TO COMPLETE YOUR THANK YOU CARDS:

- 1) Open the PDF file and Print. Be sure to select the LANDSCAPE option before printing. (If possible, use 60# paper or any heavier paper stock that is available that will work with your printer. You can use regular paper if other options are not available.)
- 2) You will need to cut the page in  $\frac{1}{2}$ . Note card measurements are  $5 \frac{1}{2}$ " x  $4 \frac{1}{4}$ ". After you cut the cards in half, you will fold the card (landscape).
- 3) Write your thank you message.
- 4) If you have, an envelope write your return mailing address on the outside of the envelope and place your thank you card inside (but DO NOT seal the envelope).
- 5) Bring/send your envelope with the driver who will be delivering your lamb on Sunday, June 7<sup>th</sup> to the Dixonville Scales. (Your 4-H Leader or FFA Advisor) will let you know the delivery details.
- 6) A box will be provided at the scale location for the cards to be collected. YOUTH MUST complete this crucial step of the project before they receive payment for their project animal.

***You can supply your own thank you note cards as well! The important thing is to write a sincere and grateful note to the gracious donors for their sponsorships this year!***