

Writing Better “Thank You” Letters

Why do some people always seem to have the right words to congratulate, console, remind or thank someone? They work at it. They collect ideas and file them away, either in their minds or on cards to use when they want to send the appropriate message.

Here are some messages and phrases that may work for you when writing a thank you to your livestock buyer or trophy donor. You are the best judge of what fits the occasion, the person and your relationship. In any case, the messages are intended primarily as “**idea starters**”. Also, here are some suggestions:

1. Write in a way that comes naturally to you.
2. Revise and rewrite. Write rough draft on other paper.
3. Avoid fancy words.
4. Be clear.
5. Be specific.
6. Proofread your letter.
7. Check your spelling, grammar and neatness. Make sure sentences are straight on the paper.

Some “starter” messages and phrases are as follows:

I want you to know how much I appreciate your support of the St. Joseph County 4-H Livestock Program. Thank you for buying my (insert name of species) or sponsoring my trophy.

Thank you for supporting me in my 4-H project. I really appreciate your sponsoring the trophy for (insert name of award).

Please accept my thanks for purchasing my 4-H project at the market livestock sale. I really appreciate your support.

Thanks for taking time from your busy schedule to buy my (insert species name) at the recent market livestock auction at the St. Joseph County Fair.

Your continued support of the St. Joseph County 4-H Livestock Program is greatly appreciated.

Thank you for your generosity. I was thrilled to win the (insert the name of trophy) which you sponsored at this year’s St. Joseph County Fair.

I just wanted to let you know how much I appreciate your support.

Once again, thank you for your support.

I hope you will support the 4-H Livestock program in the future.

I am most grateful to you for sponsoring my (insert name of award).

I can’t tell you how much it meant to me to win the (insert name of award). Thanks for your sponsorship.

THANK YOU! THANK YOU! THANK YOU! I truly appreciate your sponsoring my (insert name of award) or buying my (insert species name) market project.

Thank you seems a small repayment for your support at the recent St. Joseph County Livestock Auction.

I never had the proper opportunity to thank you for sponsoring my livestock trophy at the St. Joseph County Fair.

Thanks for helping the “best to become better”.

Just a short note to thank you for buying my 4-H market livestock project.

I hope you enjoyed the time you spent at the livestock auction.

Your generosity is appreciated.

Your contribution to the St. Joseph County 4-H Awards Fund is appreciated very much. My family is still excited that I won the (insert name of award).

Finally, and more specific information on why you are so thankful for the person’s or business’ support, such as:

- The trophy is sitting on my bedroom shelf.
- I particularly liked having you available to present the award on show day.