

The Basic of Writing a Thank You Letter



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Our thank you notes are very important to show our gratitude to individuals or business that support us. As 4-H members we will have multiple opportunities to thank our sponsor. This could be through trophy sponsor, sale buyers, or a community member's assistance with your project. A simple thank you should not be difficult. This "How- To" will help members create thank you letters easily. This resource should be used for all ages.

Why?

Why do we send thank you letters? This is a question that should make you think. The pure gratitude of a gesture should be the reason. Some may say that a simple face to face conversation and showing appreciation would be enough. A simple thank you letter lets the recipient know that you have continued to think about their contributions even after the immediate acceptance of their donation, whether it be time or a monetary gift. Put yourself in their place, if you donated time or money would you want to be thanked? Some good examples of why we send thank you letters are:

- The gesture meant something to you
- It is the right thing to do
- The sponsor **did** something they **did not have to** do

"Sandwich" logic

When writing any letter it is a good idea to follow a "Sandwich" pattern. This would be a greeting statement followed by the hearty center statement(s) and finished with a neat ending statement. Remember that you should always make a practice or 1st draft before making your final copy to send to your supporter

The greeting statement should include most of the "5 W's."

- WHO you are writing to Dear _____,
- WHO you are
- WHAT you are thanking them for (be specific)
- WHEN and WHERE did you receive their contribution

Example.

Dear Don's Car Wash,

I am Joe Smith with the Clover 4-H Club. I have shown sheep for 5 years. I would like to thank you for sponsoring my class winner trophy from this year's Delaware County Fair. This award means so much to me. I have worked so hard with my lambs this summer and finally won my class. I was so proud when I received the plaque. I will display my trophy so I can show all my friends. I want to thank you again for supporting the Jr. Fair and hope that you continue your support.

Sincerely,
Joe Smith
Joe Smith

The hearty center statement should be personal.

Here is where you should answer the why and how questions. It is very possible that this could be several sentences. Tell your 4-H story. Tell what you will do in the future with what they have given. Tell how it made you feel to receive their gift.

The ending statement should include a summary of the letter so far.

Tell them your gratitude again. Invite them to contribute in the future to promote the community. Use a closing to end your letter. This should be followed by your signature then your printed name.

Envelope

Three items must be on your envelope to get it to your recipient. Your return address, the recipients address, and a stamp.

- Your address goes in the upper left hand corner
- Your recipients address goes in the center
 - You may not always know the address of your recipient. If this is the case most times you will be able to find it on the internet, in the county phone book, or by **kindly** asking for it when you turn your thank you in.
- The stamp goes in the upper right hand corner

Greeting Statement Examples: Who, What, When, & Where

- Dear (who, Buyer/ Sponsor/Mentor),
 - My name is _____.
 - This year I took_____
 - I have taken this project for_____
 - I am in _____4-H Club.
 - I would like to thank you for _____
 - at this year's Delaware County Fair.

Center Statement Examples:

Why

- This award means a lot to me because_____.
- This year I learned_____.
- I appreciate your support because_____.
- Next year I plan to _____.

& How

- When I won the plaque I was so_____.
- This honor made me feel_____.
- I was _____when I received this award.
- I will use the money toward_____.
- I will _____with my plaque.

Ending Statement examples:

- I want to thank you again for _____.
- Thank you for your continued support to_____.
- It is people like you in our community that make the _____ great.
- I am happy to have people like you who help make the Jr. Fair possible.
- I hope that you will continue your support for_____ in the future.

Closing examples:

- Thank you,
 - Thanks,
 - or Sincerely,
- (Leave space to sign your signature)

PRINT NAME

Resources:

- “How to Basics of a Thank You Note.” Barker, Becky, Logan , Julie.
http://morrow.osu.edu/sites/morrow/files/imce/Misc_Files/4hnews/SKMBT_C55215022012210.pdf
- “HOW TO WRITE “THANK YOU” LETTERS.” Oregon State University Extension.
http://extension.oregonstate.edu/sorec/sites/default/files/writing_thank_yous.pdf

An Addressed Envelope Example

Your Name
Street Address
Town, State, Zip Code

Stamp

Name of Business or person
Street Address
Town, State, Zip Code

Practice

Use this for a practice thank you.

Dear _____,

Sincerely,

