

BALTIMORE COUNTY 4-H LIVESTOCK SALE

Thank You Notes are be required of all Sale participants

All Thank you notes for the Auction must be received and approved. Thank you notes can be placed in the “Thank You” box located in the Fair office by Sunday noon, OR turned in no later than Thursday night’s Fair Evaluation meeting. Failure to comply will result in your Sale check being held.

THANK YOU NOTES FOR AUCTION BUYERS

Your note should thank your buyer(s) for supporting the Baltimore County 4-h Livestock Sale and that you hope they will continue to support young people.

You can also tell them a little about yourself, such as your age and how long you have been active in 4-H and in the Fair and Auction. The buyers are all interested in the young people that they support during the year.

Sometimes buyers frame their thank you letters and put them on the wall of their office or home

We hope that these reminders will inspire and encourage you to appreciate the actions of others which benefit yourselves.

GUIDELINES

- A thank you note must be written to each buyer of your animal. If 2 buyers get together to buy your animal, each of them deserves a separate letter.
- The note itself should contain at least one paragraph and be easy to read. Sloppy letters and letters with misspellings will not be accepted and will be returned to the exhibitor for rewriting.
- For exhibitors over age 12, notes must be 50 words minimum.
- Thank you notes must be written in ink. For those with weak penmanship, erasable ink pens are acceptable. No typed or computer-written notes will be accepted.
- The note must be enclosed in an UNSEALED, addressed and stamped envelope suitable for mailing. If you do not have a stamp, enclose \$1.00.

Guide to writing thank-you notes for animals sold at auction

- Use stationery or plain note cards and proper postage. Avoid the pre-inscribed ‘Thank you!’ cards, there are more appropriate choices for this time. Stay away from full-size sheets - note cards are best, as your message will be brief, and would look silly swimming around on a full-size page.
- When you are writing a thank you note, always plan ahead. Be sure the message is clear and that all the information needed is in a logical sequence--you don't want to confuse the reader.
- Use blue or black ink. Colored ink or markers are not the best choices.
- Hand-write the notes, even if your handwriting is not so good. Thank-you notes are traditionally written in cursive, unless the sender is a young writer in which case printing may be a better choice.
- Take the time to write as neatly as possible.
- Keep it short and sweet yet vivid and complete.
- *Think of how you would feel to receive a thank-you note like the one you are sending.*

1. Greet the Giver

✓ Dear Mr. Smith,

2. Express Your Gratitude

✓ Thank you so much for purchasing my 4-H market hog at the auction.

From the smallest donation to the largest, each individual and company gives what they feel they are able to and receiving a sincere thank-you will go a long way towards making sure they include the 4-H program in their plans for next year's donations. Sponsorship does not just “happen,” it is something that donors budget and plan for all year long.

3. Discuss Use

✓ I plan to start a savings account for college.

Say something nice about the item and how you will use it. Let's say it's something you actually love and will use a lot - then say so. Be a little personal. Is this your first year of 4-H or first year in this project? Write something about that. Is this your last year of 4-H and you are heading to college? Write something about that, perhaps telling the donor where you are going to college and what you plan to study, maybe even how 4-H has helped prepare you for your college endeavors.

5. Thanks again

✓ Thanks again for attending the auction.

It's not overkill to say thanks again. So say it.

6. Regards

Simply wrap it up. Use whatever works for you:
Yours Truly, With Thanks, Sincerely, Regards.

Then sign your name and you're done.

THANK YOU NOTE SAMPLES

Dear (Name)

Thank you for purchasing my market goat at the Livestock Sale. I am grateful for your support. This was my first year participating in the market goat project. I learned a lot about goats and had fun. I not only learned how to care for, feed, and show my goat in front of a judge, but I also learned about goat breeds and the nutritional value they provide. In addition, because my goat was housed with other 4-H'ers goat projects, I learned teamwork and responsibility.

The funds received will be used to pay for the cost of purchasing the goat, feed, vet care, and other expenses. I hope to be able to participate in the goat project next year.

Thank you again for your support to me and the 4-H Program. It is through the support of businesses such as yours, that 4-H'ers are able to gain experiences like these. I hope you will continue to support the Baltimore County 4-H Livestock Sale.

Sincerely,
Jane Clover

Dear (Name)

Thank you for purchasing my market goat at the Livestock Sale. I am grateful for your support. This was my first year participating in the market goat project. I learned a lot about goats and had fun.

The money will be used to pay for next year's project. I hope to do the goat project next year.

Thank you again for buying my goat. I hope you will come to the Sale next year.

Sincerely,
Jane Clover

Dear (Name)

Thank you for purchasing my swine at the 4-H Livestock Sale. I plan to use the money for next year's livestock project. I am learning a lot in 4-H.

Thank you for supporting my 4-H project.

Sincerely, James

Dear (Name)

Thank you for purchasing my lamb at the 4-H Livestock Sale. I plan to use the money for my college fund. I have learned a lot in 4-H, including money management.

Thank you for your generous support.

Sincerely, Amanda