

Thank You Note Guidelines

Who writes thank you notes?

- All exhibitors (livestock and non-livestock, FFA and non-FFA) must hand write thank you notes to any buyer(s) and/or donor(s). This includes buyers, add-on donors and silent auction buyers.
- In addition, Champion Exhibitors (Grand, Reserve and Showmanship) are expected to write thank you notes to their buckle and banner sponsor(s).

How and when are thank you notes turned in?

- Must include the original list provided
- Letters must be inside the addressed envelope but CAN NOT BE SEALED
- All letters and list must be in a zip lock bag
- See due date on the SBFFA Calendar <https://springbranch.ffaow.org/AETcalendar.aspx?ID=58560> .

How do I write a thank you note?

1. Greeting. Don't forget to make sure you're using the correct form and spelling of the person's name, as well as anyone else mentioned in the note.

- Do you know the recipient? You may address them by name, ie, Dear Nana, Dear Uncle Bob and Aunt Sue.
 - Dear Aunt Mary,
 - Dear Nanna,
- Do you not know the recipient?
 - Address them formally, ie, Dear Mr. and Mrs. Weiss. NO FIRST NAMES!
 - Dear Mr. and Mrs. Gallagher,
 - Dear Dr. and Mrs. Gallagher,
 - Dear Mr. Gallagher and Ms. Burns,

2. Express your thanks. Begin with the two most important words: Thank you. (1 sentence)

- *Thank you so much for...*
- *I'm so grateful you...*

3. Add specific details. Tell them how you plan to use their gift. It shows them that you really appreciate the thought that went into it. Describe how you'll spend the donation. (2-3 sentences)

- *I plan to use your donation for...*
- *With your purchase of my _____ I will...*
- *Your support will help me...*

4. Look ahead. Mention the next time you might see them, or mention what your future plans are. (1-2 sentences)

- *I hope to see you at next year's Show and Sale.*
- *In the future I hope...*

5. Restate your thanks. Add details to thank them in a different way. (1 sentence)

- *Again, thank you for your generosity.*
- *Your kindness means so much...*

6. End with your regards. Sign off politely and with your full name.

- *Do you know them? A warmer option is appropriate, ie, "Love," or "Your nephew,".*
- *Do you not know them? Use "Sincerely,".*

Other general body of the note

Start with thanking them for their purchase or add on. Do not start with "I". Include a sentence or two about what FFA and their support means to you. Make it personal, not rote. Perhaps include a mention of next year and their continued support. Use words like Warmest Thanks, or With Gratitude to sign the card. If the person is familiar to you, you may use love or other more personal words. Avoid cold sign off such as With Regards.

WRITE A DRAFT

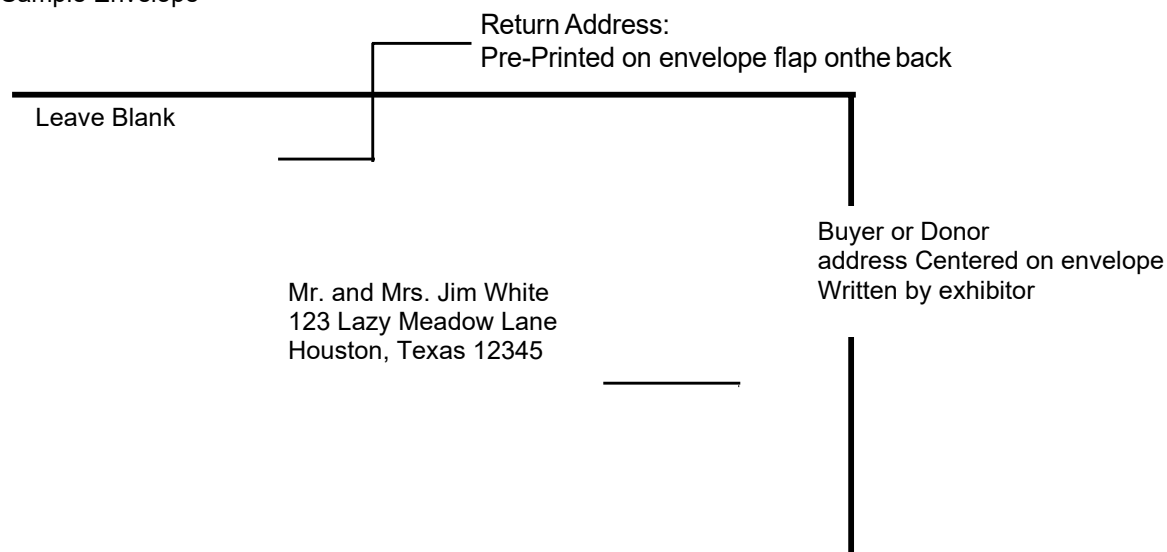
I would be happy to approve a draft and save you the effort of doing all of your cards wrong. Each card can be similar, small changes to acknowledge a purchase or add on.

The body of the letter needs to be written on the bottom half of the card.

Blue or black ink only. Black is preferred

Your card will be returned if there are any misspelled words, handwriting is illegible, or if the salutation is not correct. Please refer to examples

Sample Envelope



Tips for addressing the envelope:

- DO NOT put a return address. The FFA address is pre-printed on the envelope.
- For family members - the outer address will still follow the rules below.
- Single Person:
 - Mrs. Sarah White
- Married Couple:
 - Mr. and Mrs. Jim White
- Couple with different last names:
 - Mr. Jim White and Mrs. Sarah Schwarz
 - Mrs. Sarah Schwarz and Mr. Jim White
- Business without a contact name:
 - Tubes Mechanical, LLC
- Business with a contact name:
 - Attn: Mr. Jim White
 - Tubes Mechanical, LLC

Examples	If the buyer has a company and persons name
Mr. and Mrs. Frank Gallagher Gallagher Plumbing 3799 Yellow Ave. Houston, TX 77024	
Dr. and Mrs. Frank Gallagher 3910 Yellow Ave. Houston, TX 77024	

Sample Thank You Card:

Alignment

- Make sure that the thank you card is right side up.
- The front of the card should be at the top.

Inside of thank you card

Leave blank

Greeting

- Always begin with "Dear"
- Address donors by Mr. and/or Mrs. and last name
- Can address family by name, i.e. Mom and Dad

Body

- 5-7 sentences
- Black or dark blue ink (no fun colors please)
- Use margins wisely
- Thank buyers/donors for specific donation (i.e., thank you for buying my lamb, or thank you for your add-on to my project)
- Explain why this project was important (i.e., what you learned through the project, what the funds will be used for, or your future plans)
- Check grammar and spelling carefully

Closing

- End with "Sincerely"

Dear Mr. and Mrs. White,

Thank you for your generous donation toward my chicken project.

Sincerely,

Gladys Clucks

Black in is preferred, it makes it easier to match if you forget a period or comma.

Practice Scenarios: DO NOT COPY THESE!!!

Dear Mr. and Mrs. Jones,

Thank you so much for your support in this year's Show and Sale. Your generous donation will help me save for college and pay for next year's project. This year I learned about time management and responsibility, it is because of the support from people like you that our program is such a success, thank you again for your support!

Sincerely,

Dear Mr. and Mrs. Jones,

Thank you so much for supporting my FFA project. I have learned so many skills from this program. A few of them are responsibility, helpfulness, and hard work. With the money I have earned, I will put it in my savings account for college. I would like to go to the University of Texas. Go horns! I have enjoyed the time I have spent with you and your family. Thank you again for supporting me and I hope to see you again next year!

Sincerely,

Dear Mr. and Mrs. Jones,

I would like to thank you for adding on to my livestock project. This is my fourth year in FFA, and I have learned so many new skills and qualities that I will carry with me for the rest of my life. I aspire to become a surgeon in the future and these skills will greatly help my chance of career success. Without your contribution, our program could not be as successful as it is, and we greatly appreciate it. I will use the money for buying an animal next year. I'm grateful for you coming out to our annual spring branch FFA Show and Sale, and supporting me. I can't wait to see you next year!

Sincerely,