

Awesome After School Kits

Writing a Thank You Note 4th – 12th Grade – FCS

Suggestions for Writing a Thank-You Note

- Write as you talk.
- Write neatly so that it is easy to read.
- Do not make excuse for not having written sooner. Try to be prompt in sending your note.
- Express your thanks clearly and briefly.
- A printed thank-you card is not necessary. A personal note on plain paper means more than a printed card with just a signature.
- Do not use the same phrase more than one in the note. (ex. “Thank you very much!”)
- If more than one person at the same address is to receive the thank-you note, list all of their names on both the envelope and in the salutation.
- The wording of the closing phrase depends on the person to who you are writing. Some suggestions are “Sincerely,” “As ever,” and “Love.”

Things to Mention in Thank-You Notes

- The reason you are writing the acknowledgement (for receiving a gift, award or kindness).
- The occasion for the gift or recognition (birthday, graduation, holiday, special achievement, etc.).
- Mention the gift specifically (the trophy or plaque, money, scholarship, handmade sweater).
- Share why the gift is meaningful to you and share how you will utilize or display the gift or award. (This will personalize your note and may also demonstrate how you or your group will benefit. It might even ensure future donations.)
- If you received money, tell how you plan to use it.
- Share any special, sentimental or unique meaning which the gift or recognition may have. (This may include something you learned from the experience or the experience has inspired you to do.)



Sample Thank-You Notes

August 8, 2010

Dear Miss Smith,

I want to thank-you and the White County 4-H Council for providing a camp scholarship to the winners of the County Speech and Demonstration Contest. As you know, I was fortunate to win my division and receive your scholarship. I enjoyed 4-H Camp and learned a lot about the environment, outdoor cooking and how to get along with others. I also had a really great time and made many new friends! Thanks again for providing the scholarship which enabled me to attend 4-H Camp.

Sincerely,

Sidney Hall

July 10, 2010

Dear Mr. Jones,

I want to thank-you for sponsoring the Grand Champion trophy for the winning heifer at the Jackson County Fair. I had worked many months with my heifer and I was very proud to receive the trophy. My mother and I have made a special place to display the trophy in my room and I enjoy looking at it each day. I want to thank you for supporting our 4-H program. We are proud to have you as 2010 county fair sponsor.

Sincerely,

Thomas Green

