

Tips on how to write a Thank You letter to your auction buyer

Thank You letters should be handwritten and Include:

- A greeting with the buyer's name or company.
- An acknowledgement of the specific reason for the thanks (i.e., the purchase of your 4-H animal project).
- The reason why you appreciate the buyer. For instance, they supported you and your 4-H project, have been generous to 4-H, or took time to benefit youth.
- How you plan to use the money from the sale.
- A comment or details about yourself or an update on your life. For example, you can explain why you enjoy 4-H or something you learned in your project work.
- A repeat of your thank you.

A closing and your signature (e.g., With thanks, name or Sincerely, name).

