

National 4-H Congress has many dedicated and loyal donors and supports that help make the event a special occasion for each 4-H member. To show our appreciation, each delegate will be asked to write thank you notes to several donors. These thank-you's need to be quality notes that represent you, your state, and your 4-H club. To assist you in writing your notes below is some information courtesy of Laurie Rivetto from Michigan State University.



## The Seven Steps to a Great Thank-You Note

### Why should you write a thank-you note?

- To show appreciation for someone supporting you
- To acknowledge a gift, donation or service
- To provide recognition to someone who has done a good deed

### When should you write a thank-you note?

- After receiving any type of gift
- After attending a job interview
- After someone donates to a cause in your name
- After someone goes above and beyond the expected
- After someone writes a letter of recommendation for you
- After someone helps you with a project or endeavor
- If you want to make a good impression
- If you are unsure of whether or not to write a thank-you note (Write one!)

### How should you write a thank-you note?

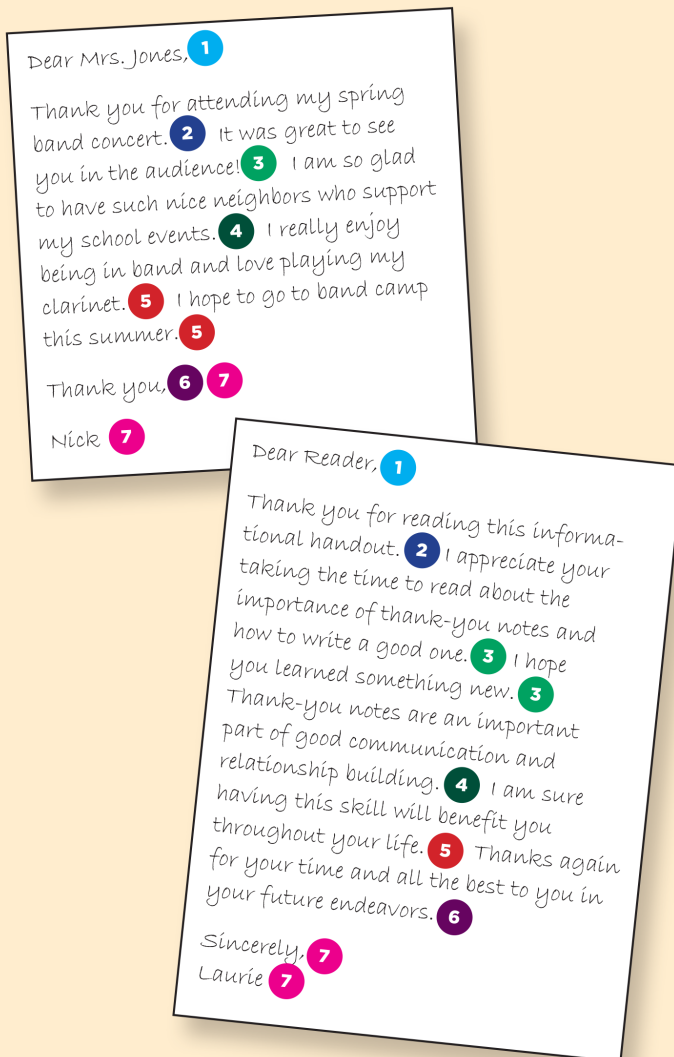
A good thank-you note has seven main components:

- 1 A greeting to the thank-you note recipient (Dear . . .)
- 2 The specific reason you are thanking them (Mention what they bought, gave or did. This is always important to do first.)
- 3 The reason why you appreciate them (They supported you, were thoughtful and gave a gift, went out of their way to help you out or other reasons.)
- 4 How you plan to use the gift or why the gift or act of service was important to you (You will use it to save for college; you really enjoy playing the game; you can't wait to go shopping with the gift card; you know you have a great chance at the scholarship because of the letter of recommendation — or other ways.)
- 5 A comment or detail about yourself, an update on your life or a positive comment (This is a great time to share news on your life or to add a positive remark about the recipient.)
- 6 A repeat of your thank-you (You may leave this out if you sign “with thanks” at your closing.)
- 7 A closing and signature of your name (With thanks, Name or Sincerely, Name)

## Your note should be:

- Hand written in blue or black ink
- Neat and legible
- On a note card or good quality paper (Lined paper or index cards are not a good choice.)
- Personalized to the situation

### More Thank-You Note Examples...



**TIP: In the case of a job interview, you may send a thank-you note in email form if the employer will be reaching a decision quickly. The key is to make it personal!**

## ACKNOWLEDGMENTS

Aspects of the steps taken from "6 Steps to Writing a Thank You Note – Holiday Edition," Dec. 16, 2010, Dale Carnegie Training. New York. Retrieved from <http://blog.dalecarnegie.com/teammemberengagement/6-steps-to-writing-a-thank-you-note-holiday-edition/>  
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