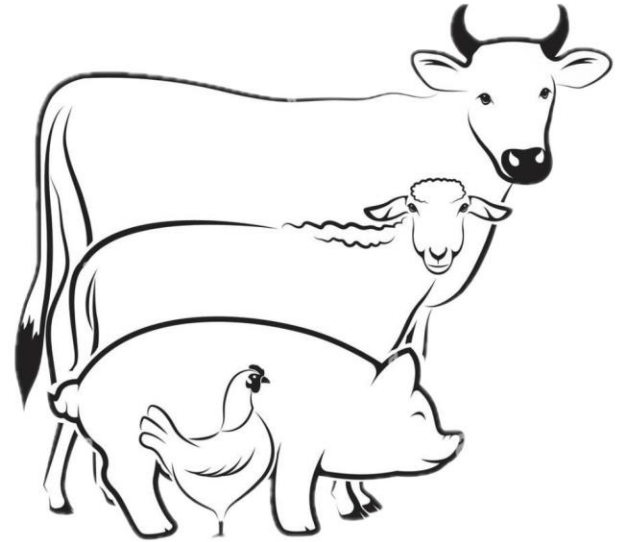




Writing a Thank-You Note: 4-H Livestock Auction Buyers

Why write a thank-you note for your buyer?

- Show appreciation to the buyer for supporting you and 4-H through the purchase of the animal.
- Share with buyers a bit about yourself and the 4-H program.
- Provide recognition to the buyer for purchasing your animal (buyers may choose to display the thank-you for others to see).
- Encourage a buyer to come back to the auction in future years and buy again.



Key Components of a Good Thank-You Note

1. A greeting to the thank-you note recipient. Ex: Dear Mr. Smith, Dear Ms. Jones or Dear Wayne County Farm Bureau (Note: You should make every effort to learn the buyer's name but if a company or business purchased the animal, you may use that instead.).
2. An acknowledgement of the specific reason you are thanking them (what they bought at the auction.) This is always important to do first!
3. The reason why you appreciate them. Ex. They support you and the 4-H program, they are generous to 4-H, they take time out of their day to benefit youth, etc.
4. How you plan to use the gift or, in this case, money. Ex: college savings, buy next year's animal, pay back parents for purchase of animal, help pay for summer camp, etc.
5. A comment or detail about yourself or an update on your life. You can explain what you love about 4-H, what you learned this year or what you enjoyed the most this year. This can also include an invite to next year's event.
6. A repeat of your thank-you. This may be left out if you close your letter with "With thanks."
7. A closing and signature of your name. Ex. With thanks, Sincerely, Name, etc.



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Two Examples

Example #1:

Dear Mr. Chesterfield (1),

Thank you for attending the 2025 Michigan County 4-H Livestock Auction and for purchasing my pen of rabbits (2). I appreciate your support of this event and 4-H youth, such as myself (3). The profit from my pen of rabbits will go in my college savings (4). I love being a part of 4-H. This is my fifth year, and raising rabbits has taught me a great deal about responsibility (5). Thanks again for your support! (6)

Sincerely, (7)

(your signed name)

Example #2:

Dear Lambert Hardware (1),

Thank you for buying my pig at the Michigan County 4-H Livestock Auction! (2) I am saving my money from the sale to purchase animals for next year. (4) I really enjoy the fair and selling my animal at the auction. My 4-H club is a lot of fun! (5) It is great to have supportive companies like Lambert Hardware at our event. (3) I hope you can attend next year, too! (5)

Many thanks,(6, 7)

(your signed name)

Your note should...

- Be hand-written by you
- Be neat and legible
- Be on a note card or a nice piece of paper (lined paper or index card are not a good choice)
- Be in blue or black ink

*You might consider writing the thank-you note out on a separate sheet of paper, have someone review it, and then once edited, write in pen onto a thank-you card.

Key Points and Other Ideas

- Thank the buyer for supporting your county's 4-H livestock auction.
- Tell the buyer a little bit about yourself such as your age, how long you have been in 4-H, what animals you raise, etc.
- Include a picture of yourself with your animal.
- Share a personal story or memory from 4-H or from the auction.
- Invite the buyer back next year and say that you hope to see them at the auction next year!

Writing thank-you notes is a great way to show appreciation to those who have helped you!

Acknowledgements:

Laurie Rivetto, Extension Educator,
Michigan State University Extension