

How to Write

Attention-Getting

Award-Winning

Accolade Generating

Thank You Letters

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FACT:

- It cost the same amount of money to mail a thank-you letter with 10 words as it does to mail one with 100 words.
- People that give you things—scholarships, awards, donations, opportunities-- want to know that you APPRECIATE their investment.

NEVER FORGET: Donors have a choice!

Tip 1: Recap Who You Are and What You are Thanking Them For

Paragraph 1: My name is _____, and I am a member of the _____ 4-H Club. I have been involved in this organization since _____. I participate in _____ (list projects, contests, etc.) I really enjoy 4-H because I have learned _____.

Paragraph 2: I want to take this opportunity to thank you for _____. BE SPECIFIC. Did someone buy your pig Porky at the county fair? Did they donate money for a project? Did someone come speak at a meeting? Thank them **specifically** for what they did.

Then, how did that help YOU?

Examples: The money from the sale of my pig will go into my college fund. I am planning to attend _____ and study _____.

Your donation to our _____ project will enable us to _____.

We really enjoyed when you came and spoke to us about _____ because we learned _____.

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Tip 2: Finish Strong

Avoid trite, cliché phrases about “this time in my life.” Instead, acknowledge that what they did for you **cost them something**.

Examples: I know that you support many organizations/causes/students, but I want to thank you again for choosing to _____ (buy my pig, sponsor our project, give up an afternoon to judge our contest, etc.) Your generous gift of time/talent/scholarship (and it is **ALWAYS a GENEROUS GIFT**) is greatly appreciated.

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Tip 3: Stand Out With Extra Effort

Should you do a handwritten or a typed thank-you?

ADVANTAGES OF A HANDWRITTEN LETTER

- It shows that you were willing to invest your time.
- You get to select the appropriate card or stationary which looks like you put some thought into the process

DISADVANTAGES OF A HANDWRITTEN LETTER

- If your handwriting is barely legible, your message might get lost in translation.
- Mark outs, and inkblots do not look very professional even if your message is heart-felt.

ADVANTAGES OF A TYPED LETTER

- You can create your own letterhead and stationary to reflect your personal style.
- You have spell check, grammar check and can re-write until your message is just what you want.

DISADVANTAGES OF A TYPED LETTER

- It can look like a form letter (or that your mom did it) if you are not careful to make it personal and specific.
- A small percentage of people will be offended that you did not take the time to WRITE a letter.

****Note: If you choose to type your letter, be sure to actually sign it yourself. In addition, I would address the envelope by hand.

Tip 4: Timing is Important

Thank you-letters should be done **ASAP** after the event. Your goal should be to have it done within ONE WEEK of the activity or event. Get it done and behind you.

The longer you wait the less emotional connection you will have to the event, the person and the gift.

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