**Thank You Card Requirements**

**Thank You Card Format Guidance**

w Greeting – “Dear Mr. Smith,” or “Dear Big R,”

w Body

* Gratitude – Tell them “thank you” and tell them what you are thankful for: for purchasing your animal, adding on to your sale price, sponsoring a show or buckle, or donating to the sale committee.
* Subject Ideas – What you are going to do with the money; what you enjoyed about competing in the show or sale; what you learned while participating in the project; if you plan to do the project again; what was the best and more challenging parts of your project; what 4H/FFA means to you; or your plans for the future.
* A small amount of information about you – how many years in project or 4H/FFA; your age; or other projects that you participate in.

w Closing

* Thank them again
* “Sincerely,” “Yours truly”, or “Thank you,” with your name

**Age Requirements**

w **Juniors**

* 4-5 sentences
* Include at least 2 of the subject ideas listed above or something similar
* Include at least 1 fact about you

w **Intermediates**

* 5-7 sentences
* Include at least 3 of the subject ideas listed above or something similar
* Include 2 facts about you

w **Seniors**

* 6-8 sentences
* Include at least 3 of the subject ideas listed about or something similar
* Include 3 facts about you

Please keep in mind that our sponsors and buyers spend thousands of dollars to support our 4H/FFA programs. Please spend the needed time and make the required effort to adequately express your gratitude.