

A GUIDE FOR WRITING A GREAT THANK YOU NOTE

(4 EASY STEPS)

K-STATE
Research and Extension



Atchison
County

TIPS

- **Be timely! The sooner the note is sent out, the better**
- **Even if your handwriting isn't great, handwritten letters are always the best option**
- **Use blue or black ink**



STEP 1: GREETING

- Start by addressing the person you are writing to. This will make the letter more personal!

Example: “Dear Mr. Smith,”



STEP 2: EXPRESS YOUR GRATITUDE

- Thank the person for sponsoring the award you received.
- Include details about the award.
- Include information about your involvement in the project.

Example: “ Thank you so much for sponsoring the award for _____. I have been in the _____ project for 5 years.”



STEP 3: EXPLAIN WHAT YOU WILL DO WITH THE AWARD

- Describe how you will use the specific award the person sponsored.

Example: “With the organizer I received, I plan to use it as a safe place to keep my art supplies.”



STEP 4: REGARDS

- It's never a bad idea to say thank you again.
- Sign your name

Example: "Thank you again for sponsoring this award."



COMPLETED LETTER

Dear Mr. Smith,

Thank you so much for sponsoring the award for Visual Arts Senior Champion. I have been in the Visual Arts project for 3 years and decided to paint a picture of my dog for the fair. With the organizer I received, I plan to use it as a safe place to keep my art supplies.

Thank you again for sponsoring the award I received and being a 4-H supporter.

Taylor Lee

