

# How to Write a Thank You Letter

Individuals from the community sponsor plaques and belt buckles for OC Fair Livestock exhibitors. We encourage all exhibitors who are awarded a plaque or belt buckle to write a thank you letter to their sponsor for their generous donation and support for the livestock program. Exhibitors who receive a plaque or belt bucket will be given the contact information of their sponsor to be able to send them a thank you letter.

Here are some points to consider when writing your thank you letter:

- Be specific on what you are thanking the sponsor for.
- Why was their donation meaningful.
- Give the sponsor praise for their contribution.
- Check with your leader/advisor on what personal information you should use in your letter (i.e. return address).
- Always ask your advisor, a parent, or someone you know who is good at reviewing written documents to review your letter for possible spelling or grammar errors.

## Example:

Dear [Sponsors Name]

Thank you for donating the plaque I received for the youth dairy goat Best Doe of Show award. I have been in my club's dairy goat project for two years now and this is my first Best Doe of Show award! I am excited to be able to hang this plaque in my room. Thank you again for your donation and support for the OC Fair livestock programs!

Thank you,

[Your Name]

[Your club/chapter]

## Addressing an envelope:

Your Name  
Address  
City, State, Zip Code

Stamp

Mr./Ms./Mrs. Sponsor Name  
Address  
City, State, Zip Code