**Buyer/Add-On Thank You Letter Reminders**

1. .Each exhibitor must write a buyer “Thank You” letter, present that letter to his/her AST for approval, and receive that approval two (2) weeks after receiving buyers address to be Page | 11 eligible to receive his/her Livestock Show earnings. Failure to meet this deadline will result in a late penalty of $25 per day and delayed Livestock Show earnings
2. .**Thank you letters should be written to every person who contributed money to your project**. On your buyer information sheet, your buyer is typically listed as the first entry, or one with the highest total, and then anyone who submitted add-ons listed below. If you need clarification, ask one of the Ag teachers.
3. It is your decision to type or hand-write the thank-you letters. If you have nice handwriting, that would be preferred. If not, typed is okay, as long as it looks professional and you leave space to sign your name by hand.
4. **DO NOT WRITE YOUR THANK YOU LETTERS ON NOTEBOOK PAPER!!!** This looks very unprofessional and informal. These buyers spend A LOT of money on your project; you can take the time to make your thank you letters look nice, they didn’t have to buy your project.
5. Creating/using thank you cards with a picture of you and your project, etc. is thoughtful and would look nice.
6. Use formal writing etiquette. For example, address the letter “Dear Mr. & Mrs. Smith”, “Sincerely,” “Thank You,” etc. Don’t abbreviate state and street names.
7. Once you’ve completed your thank you letter, **DO NOT MAIL IT DIRECTLY TO YOUR BUYER/ADD-ONS. You MUST submit your thank you letter in a STAMPED, UN-SEALED, ADDRESSED envelope** **to your Ag teacher**. The Ag teachers must proof read your letter before it is sent. We will mail your letters for you, after they are proofread. All you have to do is complete your letter, address an envelope, place the letter in the envelope, leave it open (do not seal it), put a stamp on it, and bring it to your Ag teacher. You must have ALL thank you letters submitted at the same time in order to be cleared with no deductions from your show check.
8. **Any letters not submitted by the deadline will receive a $25 fee per day it is late off of their total check**
9. Be sure to address the envelope correctly. The address of the person you’re mailing it to should be in the middle of the envelope on the front, your name and return address should be in the top left corner. Please see the back of this paper for reference.
10. If you have any questions, please ask an Ag teacher! It’s better to ask and get it right than have to redo your thank you letters!

**You may use the following as a guide, but do not use the exact same example!** Write your own and make it heartfelt. These buyers do not have to spend money on you. They do so because they believe in the traditions you are a part of as a Katy ISD Livestock Show Exhibitor. They believe in the future of Agriculture as well as the future of our program. The very least we can do is tell them thank you.

**Sample Thank You Letter:**

*Dear Mr. & Mrs. Smith,*

 *I want to thank you for purchasing my goat at the 2022 Katy ISD Livestock Show. I am currently a sophomore at Seven lakes High School and am finishing my second year participating in FFA. I have loved every minute of my time in the organization and am proud to be an FFA member from Katy, Texas.*

 *I learned many lessons this year when raising my animal, such as time and money management and how to set priorities to name a few. I learned the value of hard work and dedication, especially since I was faced with the challenge of being one of the last picks to select my animal in September. I worked diligently and did my very best to raise an animal that would be competitive at our show.*

 *I am blessed to have been given the opportunity to raise an animal and be a part of the 79-year legacy of the Katy ISD Livestock Show. It is humbling to think of the many exhibitors who have come before me, I strive to live up to the standard that they have set. All of the success that I had with my goat would not be possible without the generous support of community members like you. I plan to use the money I earned from my project to partially pay for another project next year, but I will also put some aside to help save for college. Thank you for helping to make my dreams a reality, I am proud to live in a community where students are so strongly supported.*

*Sincerely,*

Recipient’s Name & Address

(who you’re sending it to)

*Jane Williams*

**Sample Addressing of Envelope:**



Return Address (person sending letter)

Note: write out states and road names for formal letters!

Jane Williams

2112 Avenue D

Katy, Texas 77493

Mr. & Mrs. Smith

1234 Oak Valley Lane

Katy, Texas 77493