## **Thank You Letter Example:**

The basic outline should be:**– Greeting**: Dear Mr. and Mrs. Smith, or Dear Local Business,

**– Thank you**: Thank them for their generosity and support

* Thank you for buying my hog at the auction and for supporting the FFA program.
* Thank you for purchasing the Grand Champion Rabbit trophy…
* Thank you for buying my goat, I really appreciate your generosity.

**– Information on what was learned during the animal project** -Tell them what you enjoyed learning

* I learned all about pig nutrition this year.
* This year I learned how to groom my goat all by myself.

**– How they grew as a person or what FFA means to them**

* FFA has been so much fun because of the new friends I’ve met.
* I’ve had many opportunities to lead this year at FFA meetings.
* FA has taught me about working hard this summer.

**– What they plan on doing with the money**

* I plan to put the money from the sale of my hog into my college fund.
* I am going to use the money to buy a good breeding doe for my new herd.
* Put towards a new project next year.

**– Thanks**

* Thanks again for buying my goat at auction!
* I really do appreciate your support!

**– Closing**

* Thanks, Sincerely, Yours Truly