



Wisconsin FFA Foundation

Invest in agriculture's future. Support FFA.

Wisconsin FFA Foundation **SPECIAL PROJECT - THANK YOU EXAMPLE** **Six Steps for Writing a Thank You**

If you have any questions after reading these guidelines, please see a representative from the Wisconsin FFA Foundation. Please remember your BEST penmanship skills. These sponsors will love receiving your thank you notes- only if they can read them. Thank you for your cooperation and congratulations on your honor!

- ADDRESS the envelope with the name/address of your sponsor;
- INCLUDE your return address on the upper left hand corner.
- TURN IN your completed thank you note to a Wisconsin FFA Foundation representative at the registration table, in order to receive your award check.

1. Greet the Giver

“Dear Mr. or Ms. _____ and ABC Company,” (Individual and company name here if both are provided.)

2. Express Your Gratitude

“Thank you so much for sponsoring _____” and then including a sentence showing your appreciation with what receiving this award and/or sponsorship means to you.

3. Discuss Use

“I am receiving this award because of my SAE program where I have learned to...” OR “through this contest and award, I have become a better prepared speaker, which is a skill I will use throughout my lifetime.”
If part of your award is cash, include how you will use the money, but do not itemize your planned purchases line by line, instead simply say that it will be a great help when you make purchases toward your SAE or toward college expenses or your travel to the National FFA Convention, etc.

4. Mention the Past, Allude to the Future

“It was great to meet you at the convention, and I hope to see you here again supporting other agricultural education students and FFA members.” If you didn't meet the sponsor onstage or at a dinner, simply say, “I hope you will continue your sponsorship so you can help other students like me!”

5. Thank Again

Thank you again for your sponsorship of _____ (specify area).

6. Regards

Sincerely,

Your name & FFA Chapter

Thank you and congratulations from your Wisconsin FFA Foundation!
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