



# Wisconsin FFA Foundation

*Invest in agriculture's future. Support FFA.*

## Wisconsin FFA Foundation STATE CONVENTION PARTNER - 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, but only if they can read them. Thank you for your cooperation and congratulations on your honor!

- DO NOT 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 State Convention Partner,”

### 2. Express Your Gratitude

“Thank you so much for being a State Convention Partner and supporting many aspects of the convention and other FFA programs.”

### 3. Discuss Use

“I have received a gold rating in the Agriscience Fair (fill in with respective information), which is funded by our State Convention Partners. Your partnership allows me to continue to grow and develop as a dedicated student and strengthen my leadership skills.” 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 program development, or towards your National Convention travel expense, etc.

### 4. Mention the Past, Allude to the Future

“It was great to see you involved with supporting the convention, and I hope to see you here again supporting other agricultural education students and FFA members, like myself.”

### 5. Thank Again

“Thank you again for your State Convention partnership!”

### 6. Regards

Sincerely,  
Your name & FFA Chapter

Thank you and congratulations from your Wisconsin FFA Foundation!