

How to Write a Thank You! Note



4-H Education Expo 2025

There are many, many reasons to say 'Thank You' to someone in a day. It could be in a text, an email, on the phone, in person, or in a hand written note.

There are times when a hand written note is the best way for you to show your gratitude. A written note can be picked up, held, read over and over again, making the recipient feel that beautiful satisfaction of being appreciated. It helps to imagine the recipient in this way, to remind you of the importance of doing this and what you will say to them.

The purpose of a hand written thank you is to acknowledge the action of someone that you benefited from and your words should convey that appreciation. It could be to your teacher or coach, a parent, the janitor, your 4-H leader, or your livestock auction buyer.

When you are feeling like this is an impossible task, try imagining the moment the person receives your note. The time you take to write the thank you note is likely small in comparison to the feelings it will bring them. Sending someone a message will make their day!

So, now you know it's a good thing to write and send thank you notes, but getting started is tough. I'm going to give you a guide to composition and structure, a supply list, and process to follow to get the notes done.

Let's go!

Thank you,
Renee Hobbins

The Five Parts of a Thank You Note:

1. The greeting
2. The thank you message
3. Why are you thankful
4. The closing
5. Sign your name



1.
The greeting is the first step and begins the note. It helps to imagine how you would greet this person if you were standing in front of them...

'Hello Mr. Dennon,'

or more general,

'Dear Mrs. Anderson,'

Be sure to have the correct spelling of the names you use, asking for help in finding them from a parent, teacher, or leader, if you need to.



2.
This is where you start to show your appreciation, but instead of using 'Thank you for...' let's make your note stand out by trying one of the following:

- I enjoyed...
- When I received the gift from you...
- I am grateful for...
- You made my day!
- Your generous gift...

Be specific in what and why you are thanking them for in this way, for example:

'I am grateful for your generous bidding at this fair's 4-H Livestock Auction, and I will be putting that money into my trade school fund.'

Stating the gift will make it less generic, and most people like to have their gift acknowledged and know that it's being used well.

⇒ 3.

Letting them know how the gift impacted you will make it more personal and unique. Some ideas are:

- How did the gift/money benefit you? What did, or will, you use it for?
- What did you learn?
- Why did you like the gift?
- How did you feel when you received the gift/money?

Spend a few extra minutes on the words you choose to use because it matters and can make a difference in how your note makes the recipient feel, and remember your appreciation.

Use synonyms to avoid overused words such as good and great.

You may want to make your note a little longer than a typical thank you note.

Would a second, or third, sentence make it better?

Are the sentences the best they can be? (Make the best better!) ;)

Are there descriptions that can be added?

Do you have some interesting news about your next project to add?

Grammar and spelling are very important, especially to teachers, and business owners (who may have just spent thousands of dollars for your livestock). Have someone check those for you, or spell check them.

Most often there is more than one way to say something. Experiment with your note's wording to see if you discover what makes it better.

⇒ 4.

Now it's time to close the note. This is where you say, 'Sincerely,' or, 'Thank you again,'

Or look at the following list and choose an appropriate closing:

- Many thanks,
- Best regards,
- With gratitude
- With much appreciation,
- All the best,
- Thank you so much,

⇒ 5.

Sign your name after the closing. How well you know the person will determine how you sign your name- just your first name, your first and last name, or a nickname.

That is the layout for a thank you note to be remembered. That is the hardest part.

Now, it's time to have some fun with making, buying, or creating your own card to put the note in. Find printed cards that you love and add your own touch, or picture, if its a livestock note. Create your own on card stock with some fun papers and cutouts, markers, and stickers. Keep a box with these supplies in it: your note cards, pens, stamps, return labels if you have them, a notebook to keep track of gifts received, thank you notes sent, addresses, and this printout. When it's all together it's easier to be motivated to write your thank you notes.

The final step is delivering or mailing your beautiful note. Getting it to the right person is very important.

To mail a note: Put your name, street address, and zip code in the upper left-hand corner of the envelope your card fits into so it can be returned if the recipient has changed address.

Label the center of the envelope with the recipients name and address to make sure it gets to the right person.

Place a postage stamp in the upper right-hand corner of the envelope-if it weighs more than an ounce, use two!

Put it in your mailbox with the flag raised, or drop in a postal box, or post office.

How long can you wait to send a thank you note??

Send it promptly, within a week of receiving the gift is best. It's better to get it done instead of spending more time thinking about it than actually writing it.

Final Thoughts

When you need to write a thank you note, set aside a time and find a quiet place to bring out your supplies and look at the instructions above. Think about to whom and why you are writing, and your wording. Take a deep breath and begin with the greeting.

Have fun with it and be creative!

Thank you for your time and attention!

Thank you note work sheet

(Greeting, name of recipient)

(Your words of appreciation)

(What else would you like to say?)

(Closing)

(Your signature)

Addressing an envelope:

Your name
Your street address
Your city and state
Your zip code



Recipient's name
Recipient's address
Recipient's city and state
Recipient's zip code

Any questions?

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