



Thank You Notes

Compiled by Cheryl Varnadoe, Marilyn Poole and Amanda Stephens

HOW TO WRITE A THANK YOU NOTE

- Keep each note short – four to five sentences is fine.
- Address the person as you would normally address them in a conversation.
- Include the date in the upper right hand corner.
- Reply within 4-7 days.
- Use a note card and nice, neat handwriting, with black or blue ink.

PARTS OF A THANK YOU NOTE

1. Start your note by thanking the giver for joining you in your celebration (a birthday, graduation, or holiday gathering.) You may add a nice remark about how much you value that person and/or your friendship.
2. Then thank the person for the gift, specifically naming the item (“Thank you so much for the North Face backpack!” or “Thank you for sponsoring the Performing Arts project for District Project Achievement!”)
3. State how you plan to use the gift (“I will be attending the University of Georgia in the fall, so the backpack will get plenty of use.”)
4. Close with a cordial remark (“I hope to see you again soon!” or “Thank you for your continued support of Georgia 4-H.”)

WHAT NOT TO SAY

- Do not criticize the gift in any way
- Do not express a desire for a different gift
- Do not ask for another gift or more money

Dear Mr. and Mrs. Smith,

5/24/13

I was so happy that you were able to attend my graduation party. Your attendance meant a lot to me because of the support you have given throughout my high school years. Thank you so much for the North Face backpack! I will be attending the University of Georgia in the fall, so the backpack will get plenty of use. I hope to see you again very soon.

Sincerely,

Johnny Stewart

Dear Ashley,

5/24/13

Thank you for celebrating my birthday with my family and me. We all had a great time and I hope you did as well. Thank you for the beautiful necklace you gave me. It is just my style and will look great with my new purple dress. I hope you enjoy the rest of your summer!

*Sincerely,
Samantha*

Dear David,

5/24/13

Thank you for attending my birthday party, it was very fun. I really like the blue tennis racquet that you gave me. Blue is my favorite color! I'm looking forward to playing tennis with you soon.

Thanks!
Michael

Dear Jackson EMC,

5/24/13

I am a Jackson County 4-H'er in the 7th grade at West Jackson Middle. I am writing to say thank you for your contribution to our 4-H program. 4-H gives many students the opportunity to learn about agriculture and the environment, as well as gain important leadership skills. Your gift of \$10,000 to our program will allow 4-H'ers, including me, to attend summer camp, something I've always wanted to do!

Thank you again for your generous support of the Jackson County 4-H program.

Sincerely,

Sarah Smith

COMPILED and WRITTEN by: Mandy Marable, State 4-H Staff

Casey Mull, State 4-H Staff

Marilyn Poole, UGA Senior Public Service Associate

Cheryl Varnadoe, State 4-H Staff

Special thanks to Amanda Stephens, State 4-H Program Specialist, and Will Walker

RESOURCES include:

Mull, Casey, "Perfectly Polished" General Recreation, Georgia 4-H, 2001. University of Georgia Cooperative Extension.

Post, Emily's Etiquette, Manners for a New World, 18th Edition. 2011. By Peggy Post, Anna Post, Lizzie Post and Daniel Post Senning.

University of Florida Extension, 4-H Afterschool, "Table Talk".

University of Georgia Cooperative Extension, "Manners Worth Millions" 1984, Diane G. Smathers, State Program Leaders, Human Environment.

University of Georgia Cooperative Extension, "Manners Matter" 1998, Coordinated by Doris Hall, Extension 4-H Faculty.

University of Tennessee Extension, "Mind Your Manners", 2013, Lori Gallimore and Amy Gallimore, Tennessee 4-H.

PEER REVIEWED by:

Dr. Janet Fox, Louisiana State University Extension, LSU State 4-H Staff.

Dr. Lori Gallimore, University of Tennessee Extension, Tennessee State 4-H Staff.



Beverly Sparks
Associate Dean for Extension



Arch D. Smith
State 4-H Leader/Director of 4-H

J. Scott Angle, Dean and Director, College of Agricultural and Environmental Sciences

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