

# HOW TO CREATE THE BEST THANK YOU LETTER

## Why Write Thank You Letters?

- To give donors recognition for their support of the program.
- To thank them for their support of your project.
- To show you care and are willing to go above and beyond.
- To make a connection even after the show ring.

Make your greeting respectful and personalized.

Dear Mr. James,

Thank them for their support of the program and specifically for their support of their project.

Share a little about yourself and what their support will help with.

I would like to thank you for helping to support the Florida State Fair Champion Youth Program.

Your support means a great deal to me personally and to the youth exhibitors who show at the Fair.

I am a Sophomore in high school this year, and the money that I receive from your donation will go towards purchasing a livestock project for next year, and helping to pay for my college.

Hand sign the letter!

Once again, thank you for your support!

Sincerely,

Sunny

Thank them again, close with a respectful salutation and sign your **FIRST** and **LAST NAME**.

## Other Ways to Stand Out:

- Use nice stationary & handwrite your message.
- Use your best handwriting & proofread for errors.
- Mail or hand deliver it to the donors, but be sure that it is received quickly.



**FLORIDA**  
STATE FAIR



Mail or email copies of your letters to the Agribusiness Department.

Florida State Fair  
Agribusiness Department  
P.O. Box 11766  
Tampa, FL. 33680

Email: [ag@floridastatefair.com](mailto:ag@floridastatefair.com)