4-H Buyer Thank-You Letter Template

A letter template for 4-H members to thank the buyer or supporter who purchased their project animal or item at a sale or auction. Print it, fill in each section, and adjust the wording to suit your group.

Farm / unit: _____ Date: _____ By: _____

Date and buyer's name and address

Greeting

Thanks for the purchase

What the project taught me

Plans for the money earned

Invitation to see the project next year

Closing and signature

Member name, club, and contact

TIP Send the letter promptly, hand-sign it, and mention something personal about the project to make it genuine.