

## 4-H Thank You Card Outline

### ❖ Greeting:

1. Example: *Hello!*
2. Seniors: *Dear \_\_\_\_\_, (Sponsors name of the award)*

### ❖ Introduce yourself:

Example: *My name is \_\_\_\_\_ and I am part of the \_\_\_\_\_ 4-H club.*

### ❖ Thank you message:

1. Example: *Thank you so much for your continued support of the 4-H program! Your hard work is greatly appreciated by the Ellis County 4-Hers.*
2. Example: *I would like to Thank You for all your support and dedication to the Ellis County 4-H program! Thank you for your generosity.*
3. Seniors: *Add some of your favorite things about your project or 4-H*

### ❖ Sign it:

1. Example: *Sincerely, \_\_\_\_\_*
2. Example: *Thank you again, \_\_\_\_\_*



*Hello!*

*My name is \_\_\_\_\_ and I am part of the \_\_\_\_\_ 4-H club.*

*Thank you so much for your continued support of the 4-H program! Your hard work is greatly appreciated by the Ellis County 4-Hers.*

*Thank you again,*

\_\_\_\_\_

You are welcome to personalize the message. This is one suggestion. If you are creative, you are welcome to draw a picture to share along with your message.

## How to Address an Envelope

### ❖ Return Address:

4-Her's name and address should go in the top left-hand corner.


### ❖ Recipient's Address:

The Sponsor's name and address will go in the middle.

*(Parent's it is acceptable for you to write this, that way it is legible)*

### ❖ Stamp:

Place a stamp in the top right-hand corner.

4-Her's Name 4-Her's Address 4-Her's City, State & Zip Code	
Recipient's or Sponsor Name Recipient's Address Recipient's City, State & Zip Code	