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.