

How to Send My Thank You Letter to My Buyer

1. Your Thank You to the buyer is due to the Brown County 4-H Office 30 days after the auction.
2. You may either write a letter or send a card to your buyer. Personal information about your animal project, your experiences raising the animal and what you learned are important and interesting reading for your buyer. Your buyer will find your humorous or challenging experiences with your animal interesting reading. This helps your buyer develop an appreciation for the responsibility you took in raising an animal.
3. Place your letter or card in its envelope but **do not** seal it. On the envelope, place the correct address for your buyer and attach the correct postage. You can either place the envelope in another envelope and mail it or drop it off at the Brown County 4-H Office, 1150 Bellevue Street, Green Bay, WI 54302. At the 4-H Office, we will seal your envelope and place it in the mail to your buyer. We will check you off for having submitted your Thank You and mail your auction check to you.
4. Although 30 days is the deadline, you are encouraged to send your Thank You to the 4-H Office the next week after fair.