

"Sample" Buyer Invitation

Date

Name of Business or Individual
Address

Dear Mr. Rovinski:

I am a member of the Green Clovers 4-H Club and took a feeder calf as my 4-H project this year. Since this is a market project, I will be selling my animal at the Junior Fair Livestock Sale on Thursday, August __ at the Monroe County Fairgrounds. The Small Market Animal Sale begins at 1:00 p.m. and the Large Market Animal Sale starts at 6:00 p.m.

I would like to invite you to attend the sales and purchase a junior fair animal. If you need more information about the sale please contact me at (your phone number). I look forward to seeing you at the sale and hope you can attend.

Sincerely,

Chris Clover

Knowing how to write a thank you note is a valuable skill. People like to know that they are appreciated. A thank you note is a good way for you to tell them just how much their effort means to you.

Sample #1

Dear Kathy,

Thank you for being my 4-H Advisor this year. I appreciate the time you spend to make 4-H fun. I have had a great year and have learned a lot about rockets through my project.

I hope you will be a 4-H Advisor again next year.

Sincerely,

Chris Clover

Sample#2

Super Duper Hardware

Dear Ms Tucker:

Thank you for attending the Monroe County Junior Fair Livestock Sale last year. Because of your support and attendance, the sale was a great success. The sale allows 4-H members like me to sell our market project and learn more about caring for animals.

Thanks for participating.

Sincerely,

Chris Clover

Shared file: (How to write Sample Thank you cards)

"Sample" Thank You Notes