

How to Send My Thank You Letter to My Buyer

Your Thank You to the buyer is due in the Brown County 4-H office thirty (30) days after the auction end.

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.

Place your letter or card in its envelope, but **do not seal it**. On the envelope put the correct address of your buyer and attach the correct postage. You may either place the envelope in another envelope and mail it to the UW Extension Office, Attn: Martha, 210 Museum Place, Green Bay, WI 54301 or you may drop it off at the office (front desk at the Neville Museum). The office will review the letter/thank you note, seal the envelope, and put it in the mail to the buyer.

Although the letter is required to be sent within thirty (30) days, we encourage you to send it right away.