



## Writing Letters to For the Market Poultry Program

### Potential Buyers Letters

Writing letters to potential market poultry buyers is an important part of the market poultry project. It helps to ensure that there will be an adequate number of buyers at the auction each year, but it also helps youth practice important skills such as communication, marketing, responsibility, and interacting with adults. Buyers are more likely to attend the auction if they get a personalized letter from a child!

Sometimes, knowing how to write a letter to a prospective buyer can be challenging. Below are some tips and ideas to help you and your child get started!

### Cloverbud

- A few sentences are sufficient
- Letter can be written or typed by a parent (using child's words) and the child can sign their name
- Have the child draw a picture of them and their chicken!

### Junior/Intermediate

- A few paragraphs should be written
- Letter should be written (preferred) or typed by the child
- The letter should include the following:
  - Information about yourself
  - Information about your club and project
  - What you have enjoyed and learned from the project
  - Fair & Sale Information such as date, time, and location (this will also be included on an invitation that the Extension Office will send with your letter)
- The child can include a drawing or photo of them and their chicken if desired



## **Senior**

- The letter should be 1-2 pages, and should include multiple paragraphs
- Letter should be written (preferred) or typed by the child
- The letter should include the following:
  - Information about yourself
  - Information about your club and project
  - What you have enjoyed and learned from the project
  - Fair & Sale Information such as date, time, and location (this will also be included on an invitation that the Extension Office will send with your letter)
- The child can include a drawing or photo of them and their chicken if desired

## **Do's & Don'ts**

- DO include a photograph of you and your chickens if possible
- DO make it personalized
- DO address the buyer by name for letters from personal list
- DO have an adult proofread the letter before turning it in
- DO write neatly or type your letter
  
- DON'T make your letter too short
- DON'T use a form letter
- DON'T just ask the buyer to purchase your animal or donate – include more information, too!
- DON'T ask for a specific price for your bird
- DON'T add hardship stories

## **Thank You Letters**

Thank you letters let those who support our program know how much we appreciate their support. Letters should be addressed to the names provided to you. This letter will be added to one sent from the office.

- The letter should be a couple of sentences long for Cloverbuds and one-half to one page long for juniors, intermediates, and seniors.
- Letters should be written (preferred) or typed by the child
- The letter should include the following:
  - Thanks for providing a donation/purchasing chickens



- What you liked about them, something you learned, how many years you've participated, etc. (much like what you wrote in buyer letter)
- Plans for next year
- A photo taken at the sale and show will be sent along with the letter.

### **Sample Donor Letters - General**

#### **Cloverbud**

Dear 4-H Supporter.

My name is \_\_\_\_\_. I am 7 years old. This is my first year in 4-H.

I have been raising my chickens all year and love learning about them. They are fun to hold and feed.

I hope you can come to the 4-H Fair this year. It will be held on Saturday, April 12 starting at 9 am. I will be selling my chickens at the auction.

Thank you.

#### **Junior/Intermediate.**

Dear 4-H Supporter.

My name is \_\_\_\_\_. I am 9 years old and I attend \_\_\_\_ school. I have been in 4-H for \_\_\_\_ years and am a member of the \_\_\_\_\_ 4-H club. I am writing to invite you to our annual Brevard County 4-H Fair and Market Poultry Show.

I have been working hard all year on my market poultry project. The best has been \_\_\_\_\_. One thing I have learned is \_\_\_\_\_. It has been so much fun working with the chickens and I can't wait to do it again next year.

I hope you can attend this year's Show and Sale and see my chickens. It will be held on Saturday, April 12 starting at 9 am. I will use the money I receive to help me do this project again next year. Thank you for your support of this program. I look forward to seeing you at the show.

Sincerely,



## Seniors

Dear 4-H Supporter.

My name is \_\_\_\_\_. I am 16 years old and I attend \_\_\_\_ school. I have been in 4-H for \_\_\_\_ years and am a member of the \_\_\_\_\_ 4-H club. I participate in the market poultry project, and the \_\_\_\_ project, and serve as secretary of my club. I am writing to invite you to our annual Brevard County 4-H Fair and Market Poultry Show.

I have learned a lot from the poultry project this year. I have enjoyed watching my chickens grow from chicks, learning how to hold them, and working on my project book. I have found that chickens are all different in how they act. I have one chicken who likes to be held like a baby, which makes me laugh. She is my favorite. Her name is \_\_\_\_\_. While I will miss them, the money I receive from selling them will be used to \_\_\_\_\_

I hope you can attend this year's Show and Sale. It will be held on Saturday, April 12 starting at 9 am. I would love to talk to you at the sale and show you my chicken. Thank you for your support of this program. I look forward to seeing you at the show.

Sincerely,

## Sample Donor Letters – Family/Friends

### Cloverbud

Dear Grandma Jones,

I have been raising chickens all year and love learning about them. They are fun to hold and feed.

I hope you can come to the 4-H Fair this year. It will be held on Saturday, April 12 starting at 9 am. I will be selling my chickens at the auction. I hope you can come see me and my birds.

Your granddaughter,

### Junior, Intermediate, Senior

Dear Aunt Sue,

For the past few months I have been participating in the 4-H market poultry project, On April 12, I will have the opportunity to auction my birds off at our annual Brevard County 4-H Fair and Market Poultry Show. I would love for you to come see me and my birds at the event.



I have learned alot from the poultry project this year. I have enjoyed watching my chickens grow from chicks, learning how to hold them, and working on my project book. I have found that chickens are all different in how they act. I have one chicken who likes to be held like a baby, which makes me laugh. She is my favorite. Her name is\_\_\_.

I really hope you can make it to the show on Saturday, April 12 starting at 9am. I will use the money I receive to help me do this project again next year. Thank you for supporting me and this program.

Your nephew,

### **Sample Thank You Letter**

Dear

Thank you so much for your donation to the Brevard County 4-H Fair and Market Poultry event. Your support helps make this event possible for me and all the other participants. I really enjoyed taking care of my Buff Orpington chickens. They are really gentle birds and are friendly. I loved feeding and holding them. My favorite chicken's name was Martha. She was always like a mama hen to all the others and did a lot of worrying, but she was the sweetest. I look forward to seeing what type of chicken we'll have next year and to raising more chickens.

Thanks again for your support.

Sincerely,