

## Sample Thank You Letter to Volunteer

[DATE]

[NAME]  
[ADDRESS]  
[CITY, STATE, POST CODE]

Dear [NAME]:

On behalf of the [ORGANISATIONS NAME] board of directors, I would like to personally thank you for your recent contribution of time to the [EVENT]. This event could not have been a success without the help of you and the many other volunteers who donated their time.

[USE NEXT PARAGRAPH OR TWO TO HIGHLIGHT SPECIFIC ACCOMPLISHMENTS, SUCH AS NUMBER OF VOLUNTEERS, NUMBER OF HOURS WORKED, ETC. CONSIDER THANKING PARTICULAR PEOPLE BY NAME, SUCH AS THOSE WHO VOLUNTEERED THE MOST TIME.]

Once again, the [ORGANISATION NAME] thanks you for your efforts and contribution of time!

Sincerely,

[NAME]  
[TITLE]