[ORGANIZATION LOGO] [ORGANIZATION LETTERHEAD]

[DATE]

[VOLUNTEER NAME] [ADDRESS]

[CITY, PROVINCE, COUNTRY]

Dear [VOLUNTEER NAME]:

The phenomenal success of [EVENT] is a reflection of the ever-increasing dedication and enthusiasm you display on a continual basis.

I would like to personally thank you for your recent contribution of time to the [EVENT]. This event would not have been a success without your involvement. Because of your support we [LIST ACCOMPLISHMENTS].

Events like this would cease to exist if it wasn’t for the dedication, hard work, and significant amount of time given by you. We would like to take this opportunity to say a heartfelt “Thank You!” We look forward to working with you again soon and if you have any comments, suggestions, or feedback, please feel free to contact me at any time.

Best Wishes,

[Signature]

[Name]

[Title]