TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Volunteer Thank You Letter

Dear **[NAME]**

Thank you so much for helping me organize such a good event. It was with your help that all the functions took place with such great ease. I would like to give a tone of thanks to all my volunteers for being my support system throughout this event.

What made me even more glad was that in the last-minute crisis none of you lost your cool and handled everything. It was your presence of mind that we could manage the bouquet for the extra guest that arrived.

Now I know why everyone says that a good team of volunteers is a must for a successful event.

Would like to write a recommendation letter if anyone of you needs it.

Regards