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],**

The team here at **[Nonprofit’s Name]** is so appreciative of your help with  **[Event’s Name]**. **[Describe What They Did In Service Of The Event]**.Thanks to your hard work, we were able to  **[Quantify An Outcome Of The Event]**.We couldn’t have gotten those amazing results without the help of our gracious volunteers like you.

Not only did you contribute to  **[Event’s Name]**  but you are also now a part of our **[Describe Your Cause]** We are honored that you chose to help us carry out our mission.

We hope to see you again soon at one of our upcoming events or volunteer opportunities.

If you have any further questions about our volunteer program or organization, I would be happy to answer them.

I sincerely appreciate your time and dedication to our cause.

Thank you again!

Sincerely

**[Name]**