TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Volunteer Thank You Note

Dear **[Volunteer's Name]**,

I wanted to take a moment to express my sincerest appreciation for your time and dedication to **[Name of organization]**. Your hard work and commitment have been instrumental in our success. Your positive attitude, kindness, and willingness to help have not gone unnoticed.

Your contributions have made a significant impact on our organization and the people we serve. Your efforts have made a difference in the lives of so many, and we are grateful for everything you have done.

Thank you for sharing your time and talents with us. We are honored to have you as a volunteer and look forward to continuing to work with you.

Sincerely,

**[Your Name]**

**[Position]**