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],**

I was happy to see you come and help us. You wouldn’t believe we spent so much time looking for someone with your skills. You’ve not only provided a fresh set of experiences, but you’ve also made my job a lot simpler.

It was lovely talking to you. My enthusiasm was increased by seeing you all fired up and prepared to go. It is mind-blowing how much compassion you have shown for the cause.

We much appreciate the head start you have given us. Because of your assistance, we are close to accomplishing our objectives and planning to continue working on the program.

Taken differently, I am grateful that we exist. I know that you were always willing to go above and above for the cause, which is extremely close to your heart.

However, I should congratulate you for exceeding all our expectations. You are an asset to the cause, and I hope you will cooperate with us more. Maintain contact.

Your Friend

**[Name]**