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]**

We appreciate you giving your time and energy to the hospital. As you already know, the virus has overwhelmed us at the hospital. Your assistance couldn’t have come at a better time since we are now experiencing a severe medical personnel shortage.

Your voluntary effort in the military camp was quite beneficial. In front of patients, I’ve never seen you quiver or seem nervous. Many families have contacted you to express gratitude for your humanitarian efforts during this trying time.

Your assistance has undoubtedly reduced our workload. I have observed you working despite the long hours and seeing you disregard your health. You are an unlucky gift from God at this moment. I sincerely thank you for your generous work and admire how you make people who have lost all hope smile.

I look forward to working with you as soon as possible to eradicate Covid-19.

I appreciate your commitment and labor of love.

Best Regards,

**[Name]**