[DATE]

Dear [NAME OF VOLUNTEER]:

On behalf of the [Organization], I would like to personally thank you for your recent contribution of time to the [EVENT] on [DATE]. This event could not have been a success without the dedication and hard work of people like you.

I am happy to report that more than [this number of] parents, caregivers, students, and community members came together to support family engagement and academic achievement in our schools and communities [or other program goals, as appropriate].

Once again, thank you for your efforts!

Sincerely,  
[PTA President]