To,

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Date (Date on which the letter is written)

From,

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**Sub: Thanks for volunteering to help in my project**

Dear Mr. Fernandes,

I would like to express my sincere thanks from the bottom of my heart for helping me and supporting me in the completion of the Guest room Project. It would never have been completed without your selfless support.

I have got lot of appreciation for the same and it has been possible only because of you. Especially your help with arranging the logistics part of the project was tremendous as I was very worried about this aspect.

As a token of appreciation, I am sending you a small gift with this mail. I hope you like it.

Once again, thank you very much for everything.

Yours truly,

(Ruchelle)