To,

————-

————-

Date (Date on which letter is written)

From,

————

————

Sub:

Dear (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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………………. (Name of 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 ……………….(Mention specific area that the volunteer handled) was tremendous as I was very worried about this aspect.

As a token of appreciation, I am sending you…………(Details of your gift). I hope you like it.

Once again, thank you very much for everything.

Thanking you,

Yours truly,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)