Dear \_\_\_\_\_\_\_\_\_\_,

We greatly appreciated your help at our May Carnival. This event is always a huge undertaking, and this year we found ourselves short staffed. Because of your fun attitude, and experienced BBQing and organizational skills, throughout the afternoon the line at the food booth was smooth and steady. I was also impressed on how you kept your section so clean, well-stocked, and how it was run with such efficiency. Thank you so much for volunteering. We couldn’t have done it without you!

(YOUR NAME HERE)