

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

On behalf of [Library Name], I would like to extend our heartfelt gratitude for your invaluable support as a volunteer. Your dedication and commitment have significantly enriched our library community.

We appreciate the time and effort you have devoted to [specific tasks or programs] which have greatly benefited our patrons and staff. Your contributions have not gone unnoticed.

Thank you once again for your generous support. We look forward to your continued involvement with us.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]