

Volunteer Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We are pleased to acknowledge your valuable contribution as a volunteer with [Organization Name]. Your commitment to [describe task or role, e.g., "working with children," "environmental clean-ups"] has greatly benefited our community.

During your time with us, you have [list specific contributions or achievements, e.g., "organized events," "raised awareness," "provided assistance"]. Your efforts have made a significant impact, and we are truly grateful for your dedication and hard work.

Thank you once again for your support and for the time you have dedicated to [Organization Name]. We hope to continue working with you and appreciate your ongoing commitment to our mission.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Organization Name]