

Letter of Appreciation

Date: _____

To: [Volunteer Name]

[Volunteer Address]

Dear [Volunteer Name],

We would like to take this opportunity to express our heartfelt appreciation for your exceptional volunteer work at [NGO Name]. Your dedication and commitment have made a significant impact on our organization and the community we serve.

Your contributions during [specific project or event] were invaluable. Your hard work, creativity, and passion helped us to [specific achievements or outcomes]. It is volunteers like you who truly make a difference.

We are grateful for your time and effort, and we hope you continue your journey with us for many more projects to come. We look forward to seeing the positive impact you will continue to create.

Thank you once again for your outstanding service.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[Contact Information]