

Letter of Commendation

Date: [Insert Date]

To: [Volunteer Name]
[Volunteer Address]
[City, State, Zip Code]

Dear [Volunteer Name],

On behalf of [NGO Name], I would like to express our heartfelt appreciation for your outstanding contributions as a volunteer. Your commitment, passion, and hard work have played a vital role in advancing our mission and positively impacting the communities we serve.

Your dedication during the [specific project or event] was instrumental. You consistently went above and beyond, and your efforts did not go unnoticed. Your teamwork, leadership, and willingness to assist others made a significant difference.

Thank you for your time, energy, and compassion. You are an invaluable part of our organization, and we look forward to your continued involvement in making a meaningful impact.

With sincere gratitude,

[Your Name]
[Your Title]
[NGO Name]
[Contact Information]