

# Letter of Acknowledgment

[Your Name]

[Your Position]

[University Name]

[University Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Organization Name]

[University Name]

Dear [Recipient's Name],

On behalf of [University Name], I would like to take this opportunity to express our heartfelt appreciation for your invaluable contributions as a volunteer. Your commitment and dedication as an unsung hero have significantly impacted our university community.

Your countless hours of service, often behind the scenes, have made a difference in the lives of many students and faculty. Whether it was organizing events, mentoring peers, or providing support in various capacities, your efforts have not gone unnoticed.

Thank you once again for your exceptional service. We are proud to have you as part of our university family.

Sincerely,

[Your Name]

[Your Position]

[University Name]