

Letter of Gratitude

Date: [Insert Date]

Dear [Volunteer's Name],

I hope this message finds you well. On behalf of [University/Department Name], I would like to extend our heartfelt gratitude for the invaluable contributions you have made as a volunteer.

Your dedication and commitment to [specific tasks or roles] have greatly enriched our community and created a positive impact on our students and faculty. The time and effort you have invested do not go unnoticed, and we are incredibly appreciative of your support.

Thank you once again for your generosity and spirit of collaboration. We look forward to continuing to work together in the future.

Warm regards,

[Your Name]

[Your Position]

[University/Department Name]

[Contact Information]