

Letter of Commendation

Date: [Insert Date]

To: [Parent's Name]

Address: [Parent's Address]

Dear [Parent's Name],

I am writing to express my heartfelt appreciation for your exceptional volunteer services at [School/Organization Name]. Your dedication and hard work have made a significant impact on our community.

Throughout your time volunteering, you have [mention specific contributions, e.g., organized events, assisted with classroom activities, etc.]. Your efforts have not only enriched the experiences of our students but have also inspired other parents to get involved.

Thank you once again for your commitment and service. We are incredibly grateful for everything you do to support our school and its mission.

Warm regards,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]