

Outstanding Volunteer Achievement Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose the recognition of [Volunteer's Name] for their outstanding achievements as a volunteer in our community. [Volunteer's Name] has dedicated an admirable amount of time and energy towards [describe specific activities, projects, or initiatives].

Throughout their service, [he/she/they] has showcased extraordinary commitment and leadership qualities that have positively impacted [describe specific effects on the community or organization].

Their accomplishments include:

- [Specific Achievement #1]
- [Specific Achievement #2]
- [Specific Achievement #3]

I believe that recognizing [Volunteer's Name] will not only celebrate their contributions but also inspire others in our community to engage in volunteerism.

I appreciate your consideration of this proposal. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]