

Volunteer Appreciation Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to propose a Volunteer Appreciation event to acknowledge the hard work and dedication of our volunteers at [Organization's Name]. Our volunteers are the backbone of our organization, and it is essential that we take the time to express our gratitude for their invaluable contributions.

Event Details

Date: [Insert Proposed Date]

Time: [Insert Proposed Time]

Location: [Insert Proposed Location]

Format: [Dinner, Awards Ceremony, etc.]

Objectives

- Show appreciation for our volunteers
- Celebrate their achievements and contributions
- Encourage continued involvement and engagement

Proposed Budget

We propose a budget of [Insert Budget Amount] to cover

- Venue Rental
- Catering
- Awards and Recognition
- Other Expenses

Next Steps

We would love to discuss this proposal further and explore how we can make this event a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this proposal. We look forward to your feedback!

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]