

Letter of Recognition

Date: [Insert Date]

Dear [Volunteer's Name],

On behalf of [University/Organization Name], I would like to extend our heartfelt gratitude for your dedicated volunteer work during [specific event/period]. Your commitment to supporting our community and enhancing the student experience has not gone unnoticed.

Your contributions towards [specific tasks or roles performed] have made a significant impact, and we are truly appreciative of the time and energy you devoted to these efforts.

Thank you once again for your invaluable service. We look forward to your continued involvement and are excited to see the positive influence you will undoubtedly have in the future.

Sincerely,

[Your Name]

[Your Position]

[University/Organization Name]

[Contact Information]