

Letter of Recognition

Date: [Date]

To: [Volunteer Name]

[Volunteer Address]

Dear [Volunteer Name],

On behalf of [School Name], I would like to extend our heartfelt gratitude for your outstanding volunteer work.

Your dedication and hard work have made a significant impact on our school community. The [specific project or event] would not have been the same without your invaluable contributions.

Thank you for your commitment to making our school a better place for all students. We are truly grateful for your time and efforts.

With appreciation,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]