

Letter of Recognition

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We are writing to express our heartfelt gratitude for your outstanding dedication and commitment as a volunteer at [Organization Name]. Your selfless contributions have made a significant impact on our community, and we want you to know how much we appreciate your hard work.

Throughout your time with us, your willingness to go above and beyond has truly set an example for others. Whether it was [specific example of their work], your efforts have not gone unnoticed.

Thank you once again for your invaluable service. We hope to continue working with you in the future!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]