

M. Riedel

Student Name

1601 W. 23<sup>rd</sup> St.

Hazleton, PA 18201

November 1, 2011

Contact Person From Organization

Organization Address

City, State Zip Code

Dear Contact Person From Organization),

I want to take this opportunity to thank you for your guidance and supervision during my community service with **(Name of Organization)**. Your leadership throughout this time helped me **(write your own ideas here to explain why working with this organization helped you and how it affected you)**.

I actually felt **(write your own thoughts and feelings about your work here)**. Working with **(Name of Organization)** helped me use the knowledge and skills I gained during my high school years.

I also want to thank **(add whomever you feel was helpful to you)** for **(write how the person or people helped you and what you learned from them)**. Everyone made me feel like a full-time member of the group. I appreciate your time.

Sincerely,

Your Name