

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Organization
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Thank You for Volunteering

Dear :

On behalf of Organization I would like to thank you for donating your time and energy during our annual fundraiser. Your hard work and dedication are greatly appreciated. I hope to see you again next year.

Sincerely,

N A M E