

Volunteer Thank-You Letter

[date]

[name]

[address]

Dear [Mr./Ms./Dr.] [name]:

Thank you so much for participating in the Salutes to Excellence program that the [name of section] held for [honoree]! It was a successful event, thanks in the largest part to our volunteers who kept everything running smoothly.

[insert something relevant to what the particular volunteer did for you, or something related to the event; if you received any thank-you notes from the honoree, a quote could be included as well]

Please visit [local section website URL] to view some of our favorite pictures from the event.

Thanks again for your support!

Sincerely,

[name]

[local section chair or appropriate person]