

[Church Letterhead]

Date

[Volunteer's Name]

[Volunteer's Address]

[Volunteer's City, State & Zip]

**Sub:** My sincere appreciation

Dear Eric,

I want to take this opportunity on behalf of our Church to thank you for the recent services you did for our Church during the annual celebration. It was indeed a kind and noble act to digitize the entire data of all our members. We would otherwise had to employ the services of a company for doing the same job. But, you did it for us without accepting any payment. We are highly appreciative for all your time, effort, hard-work and dedication and value the zeal and enthusiasm you have for the work of God.

May God bless you with abundant joy and happiness. Please continue rendering your services to God, there is no greater satisfaction and peace in life than committing yourself to God.

Yours in the Lord,

Signature of the sender.

Name of the sender.