[Church Letterhead]

Date

[Volunteer’s Name]

[Volunteer’s Address]

[Volunteer’s City, State & Zip]

 **Sub:** My sincere appreciation

Dear Sam,

We want to express our sincere gratitude for your dedication to “XYZ” Church. Your humble nature, your acts of kindness and your compassion towards others is an inspiration to all the members of our congregation. I want to take this opportunity to particularly thank you for the generous contribution you made to the recent fund-raiser organized by the Church. It is a noble act to render your services to the needy and the underprivileged members of our society.

Its members like you whose actions help our community be a happier place. Together we can bring a change in the society. Please keep continuing the good work in the name of God. Once again, we are extremely grateful and thankful for your kind gesture.

May God bless you with good health and happiness.

Yours Sincerely,

Signature of the sender.

Name of the sender.