

Template #4

[Church Letterhead]

Date

[Volunteer's Name]

[Volunteer's Address]

[Volunteer's City, State & Zip]

Sub: My sincere appreciation

Dear John,

I would like to take this opportunity to thank you for packing all of those snack boxes earmarked for the shelter. You were a critical part of the assembly line and you setting the pace helped the rest of the volunteers. You also saved the day when you went to the store and got some more refreshments after we ran out.

After, your stellar performance with the packaging you will be happy to hear that we handed over more 200 boxes of snacks the members of our homeless community. We also have another 200 boxes to distribute this weekend.

Thanks to all your hard work those in need will have food in their hands this week. It is people like you who makes us feel proud of what we do for the community.

I am glad and lucky to have you as a volunteer.

Yours Sincerely,

Signature of the sender.

Name of the sender.