



[Church Letterhead]

Date

[Volunteer's Name]

[Volunteer's Address]

[Volunteer's City, State & Zip]

Sub: My sincere appreciation

Dear Rose,

Thank you so much for taking time to educate the young minds of our parish. You have given more than 40 hours of your time this month alone and it shows how dedicated you are to the cause.

As you are aware we set very high standards when it comes to education. It is imperative for the overall growth of the community that education is available to all. You have taken this idea and have taken it to new heights. This kind of volunteer service makes such a huge difference to the students aspiring for a bright tomorrow.

I am happy to report that your efforts have already started showing results. 38 students from your class have been accepted into Pier Front elementary school. The school has also been appreciative of your efforts. They are seeing scores of the test reports go up and students are showing up for school more regularly, and they are clearly enjoying their time there. Your part in achieving this is immense, and I am so grateful to have volunteers like you as a part of my team.

Once again, thank you so much for everything you have done. I hope to see you continuing this critical work in the future as well.

With Sincere Gratitude,

Signature of the sender.

Name of the sender.