



[Church Letterhead]

Date

[Volunteer's Name]

[Volunteer's Address]

[Volunteer's City, State & Zip]

Sub: My sincere appreciation

Dear Mrs. Parker,

Greetings in the name of our Saviour Jesus Christ!

I am writing this letter to thank you for your contributions and for giving us your precious time towards volunteer services for the parish. I would like to thank you specially for the seminar of Health care. In these trying times it is extremely important that people understand the implications of having good health care facilities.

You have used your expertise and knowledge and your considerable influence with the local municipality to accomplish a lot for the community. But this kind of work does not stop with one person and the entire community needs to come together to help each other. Your message in the seminar on the best practices was loud and clear and also very well-received.

I have already received several nominations for the local community outreach program you had mentioned and I will put them in touch with you as you requested. Hopefully with more people getting involved and raising awareness we will be able to build on this.

I appreciate all the hard work you have put in to make this community healthier. We hope we will be able to support you on your initiatives.

Regards & Best Wishes,

Signature of the sender.

Name of the sender.