

*Sender's Address*

*Sender's Email Address*

*Date*

*Receiver's Name*

*Receiver's Job Title*

*Name of the Non- Governmental Organization (NGO)*

*Address of the NGO*

*Subject: Thank You Letter for Volunteer Opportunity*

*Dear ABC (Name of the Manager at NGO),*

*With this letter, I would like to thank you for giving me this golden opportunity to be a volunteer.*

*It is my honor to volunteer you at the meal distribution campaign in slum areas in these COVID-19 times.*

*I would like to thank you for allowing me to be a part of the meal donation launched by your NGO. Your actions are giving them hope that helping people are also present in this world. Once again, thank you for making me a part of such a noble cause. I am glad that I was part of this campaign. It will be my pleasure to join your team again in future campaigns.*

*I look forward to working with your NGO again as a volunteer and would like to help the needy of society.*

*Sincerely,*

*(Signature)*

*Sender's Full Name*

