*Sender’s Address*

*Sender’s Email Address*

*Date*

*Receiver’s Name*

*Receiver’s Job Title*

*Name of the School/ College*

*Address of School/ College*

*Subject: Thank You Letter for Volunteer Opportunity*

*Dear ABC (Name of the Function in-charge at College),*

*I would like to thank you for allowing me to become a volunteer in the college fest. I appreciate your faith in me in leading the fest volunteer team. Under your guidance, I have learned a lot from you in managing the events and I was able to apply all those skills in this year's fest.*

*Thank you for believing in me. This year's fest could not have been of so much success without your guidance and support. I am sure these volunteering experiences will help me a lot in the future.*

*Once again, thank you and I look forward to work again in such events in college.*

*Sincerely,*

*(Signature)*

*Sender’s Full Name*