

*Sender's Address*

*Sender's Email Address*

*Date*

*Receiver's Name*

*Receiver's Job Title*

*Name of the Organization*

*Address of the Organization*

*Subject: Thank You Letter for Volunteer Opportunity*

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

*With this letter, I would like to thank you for giving me this golden opportunity to be a volunteer and teach underprivileged children. I feel so good after teaching them. All of them are so talented in some or another way. After teaching them in my summer vacations I have gained a lot of inner peace and satisfaction.*

*I want to sincerely thank you for selecting me as a teaching volunteer for your NGO. Though the period of volunteering was less, I would like to visit them and impart them education again whenever I will be back in town.*

*Thank you again for your help, support, and guidance throughout the teaching sessions.*

*Sincerely,*

*(Signature) Sender's Full Name*