

[Your Organization Name]  
[Organization Address]  
[City, State ZIP]  
[Date]

**Subject: Volunteer Appreciation Letter**

Dear [Volunteer Name],

On behalf of [Organization Name], we would like to extend our heartfelt gratitude for your invaluable contributions as a volunteer.  
[Write your personalized appreciation message here. You may mention the volunteer's specific efforts, dedication, and the impact they have made.]

Thank you once again for your commitment and support. We truly appreciate your generosity and time.

Sincerely, [Your Name] [Your Position] [Organization Name]