

Letter to Volunteers Encouraging Future Participation

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

You have been working as a volunteer at [enter event/cause] for [duration]. Your participation made many tasks easy for us. It was through your help that we were able to deliver exceptionally well. For all that help and devotion we're grateful to you and want you to join us in future projects as well. Your contact information is recorded with us and we'll inform you the next time we need volunteers. We encourage you to join us in future.

Thank you very much

Sincerely,

[Your Name]

[Senders Title] -Optional-