

Thank You Letter to Someone for Volunteer Work

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am writing to you in order to thank you for your contribution as a volunteer at [enter event/cause]. I owe you big thanks and am indebted to you for your sincere efforts. A certificate of appreciation is enclosed which will always remind you of your company with us. We cannot compensate you anyways and this is just our humble way of appreciating and recognizing your efforts. Please accept it.

Thank you very much!

Sincerely,

[Your Name]

[Senders Title] –Optional-