<Date>

<Your Name>

<Your Organization’s Name>

<Street>

<City, State Zip>

Dear <Volunteer Name>,

Thank you so much for your time volunteering to support our <insert name of program> at <your organization name>. Your efforts helped us <main achievement of volunteer work– total money raised, children reached, etc.> We hope you had a great time supporting our efforts!

We are thrilled to be able to provide books for children who need them and inspire a lifelong love of reading. It’s wonderful to see the community come together for our children and we were so happy to have you as a part of it.

We value your generous donation of your time and talent and hope to work with you again in the future. If you are interested in ongoing volunteer opportunities, please <provide information about getting in touch, getting on a mailing list, etc.>

With sincere thanks,

<Signature>