To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Encouragement Letter to a Volunteer**

Dear Mr./Mrs. [name of the Recipient],

I am really glad to have volunteers like yourself at the Summerset Drugs and Alcohol Rehabilitation Center. Your remarkable work, dedication and professional expertise have helped us a lot in achieving our objectives for this year. With your tiring efforts and selfless contributions, our Rehab Center has been able to treat more than 100 patients per month.

I must say that may you always keep up the good work just like this. I hope that you will join us next year too. Thanks a lot fir being a part of our organization as it was a great honor for us to have you.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]