

Acknowledgement prior to official documentation

Dear [Volunteer Name],

We would like to extend our preliminary thanks for your volunteer work at [Organization Name]. Your support is highly valued, and this letter serves as an initial recognition of your contributions.

A formal certificate or acknowledgement will follow shortly.

Sincerely,

[Coordinator Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/volunteer-acknowledgement-letter>