

[Your Organization's Logo]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to announce that you have been selected as the recipient of the [Specific Award Name] for your exceptional commitment and dedication to volunteering with [Organization's Name].

Your hard work and unwavering enthusiasm have made a profound impact on our community, and we are incredibly grateful for your contributions.

Whether it was [specific examples of the volunteer's contributions or projects], your efforts have inspired others and brought positive change. As a token of our appreciation, we would like to invite you to our [Event Name] on [Date] at [Location]. During this celebration, we will formally present you with the [Specific Award Name] in recognition of your outstanding service.

Thank you once again for your invaluable service and commitment to making a difference. We look forward to celebrating your achievements in person!

Warmest regards,

[Your Name]

[Your Title]

[Organization's Name]