

[Your Name]

[Your Position]

KTLA

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

I hope this letter finds you well. On behalf of everyone at KTLA, I want to take a moment to express our heartfelt appreciation for your incredible dedication and commitment as a volunteer.

Your contributions have not only made a significant impact on our community but have also inspired those around you. The time and effort you invest in [specific activity or project] have helped us to achieve [specific outcome or goal], and for that, we are truly grateful.

We recognize that volunteering requires sacrifice and commitment, and we want you to know that your hard work does not go unnoticed. Your passion for [the cause or mission] is evident, and you demonstrate what it means to be a true community leader.

As a token of our appreciation, we would like to invite you to [event or appreciation activity] on [date/time]. This will be a great opportunity for us to celebrate your contributions and the impact you've made.

Once again, thank you for your unwavering support and dedication. We look forward to continuing our work together and making a difference in our community.

Warmest regards,

[Your Name]

[Your Position]

KTLA