

[Your Name]  
[Your Title/Position]  
[YMCA Name]  
[YMCA 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 [YMCA Name], I want to take a moment to express our heartfelt appreciation for the invaluable contributions you have made as a volunteer with us.

Your dedication and commitment to our mission have helped us [mention specific impact, e.g., improve community wellness, support youth programs, etc.]. Your efforts have not gone unnoticed; they have inspired both our staff and the community members we serve.

The time and energy you dedicate to [specific activities or programs] have made a significant difference. We are particularly grateful for [mention any specific achievement or moment related to the volunteer's work]. Your passion and selflessness truly embody the spirit of our YMCA. Thank you once again for your hard work and commitment. We are grateful to have you as part of our YMCA family, and we look forward to continuing our journey together.

Warm regards,

[Your Name]  
[Your Title/Position]  
[YMCA Name]