

## Sample Volunteer Thank You Letter

School Logo/Letterhead

School Address

Date

Dear **Volunteer Name**,

On behalf of **Name of Your High School** and our students, I would like to personally thank you for volunteering your time at our College Application event. This event could not have been successful without your help and the help of many others who volunteered their time.

During our College Application Day, **#** seniors submitted **#** college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college next year!

*Include this if you plan to administer a volunteer survey after the event, after the thank you notes go out:*  
To improve our College Application events and your volunteer experience, please complete our short survey at your convenience: [\[survey link\]](#)

Once again, **Name of Your High School** thanks you for your efforts and contributions at our College Application event.

Thank you!

(Site Coordinator or Principal's Name)

(Site Coordinator or Principal's Title)