## Letterhead_Heading

**Thank You to Volunteers**

{DATE}

Dear {NAME OF VOLUNTEER}:

On behalf of the {Name of PTA}, I would like to personally thank you for your recent contribution of time to the {EVENT NAME} on {DATE}. This event could not have been a success without the dedication and hard work of people like you.

I am happy to report that more than {ATTENDANCE #} parents, caregivers, students, and community members came together to support family engagement and academic achievement in our schools and communities {or other program goals, as appropriate}.

Once again, thank you for your efforts!

Sincerely,

{PTA President}