

## Sample volunteer thank-you letter

► **Fill out and print on your letterhead:**

<https://dhewd.mo.gov/ppc/documents/volunteerthankyou.pdf>

SCHOOL NAME  
SCHOOL ADDRESS

[DATE]

Dear [VOLUNTEER'S NAME]

On behalf of [NAME OF YOUR HIGH SCHOOL] I would like to personally thank you for volunteering your time at our Apply Missouri event. This event could not have been a success without your help and the help of many others who volunteered their time.

During Apply Missouri, [number of seniors] of our seniors completed their admissions applications to attend college. Our seniors are one step closer to reaching their dreams of attending college.

[SUMMARIZE EVENTS OR INCLUDE ANY PRESS COVERAGE]

Once again [NAME OF YOUR HIGH SCHOOL] thanks you for your efforts and contribution of time at Apply Missouri! We hope to see you at more college access programs in the future.

Sincerely,

[YOUR NAME]  
[YOUR TITLE]  
[CONTACT INFORMATION]