(date)

Dear VOLUNTEER’S NAME:

As a volunteer for the NAME OF LIBRARY, you are very special to us. On behalf of the library staff and board, we welcome you and thank you for your interest in our library. Your services are highly valued by both our staff and our patrons. Your helpfulness, attentiveness, and warmth add a refreshing dimension to the library. You not only supplement our paid staff, you ring a creativity and vitality that is necessary for the growth of our organization.

As you serve with your talent, time, and energy, we hope you will know that this all important gift will permanently benefit the needs of the entire community.

Your service and your contribution of hours of volunteerism are valuable assets and we thank you.

Sincerely,