

THANK YOU LETTER FOR VOLUNTEER OPPORTUNITY

From,
Hiroko Potter
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14-02-2015

To,
Forrest Ray
191-103 Integer Rd.
Corona New Mexico 08219
(404) 960-3807

Subject: (*****)

Dear Forrest Ray,

I Hiroko Potter working as a/resident or ----- would like to tell you that I am happy to be connected with you and the association has also been proved to be valuable. I would also like to thank you for the volunteer opportunity that you have given to me with your esteemed organization ----- located at (mention the place).

It is true that I have been studying in this industry ----- from a long time and also was looking for an opportunity that will be valuable and important for me in every way and will also take me towards a bright and happy future.

I can proudly say that I have learned a lot from the opportunity that I have got while working with you. The various projects that I have worked on are ----- (mention the projects). As a token of appreciation, I would like to send across my expression of gratitude and thank you through this letter.

Once again, I would like to thank you for giving me this opportunity and would also be looking forward to working with you in the future again.

Yours sincerely,
(Your Signature)
Hiroko Potter

