**Sample Volunteer Thank You Letter**

A thank you letter should be sent to all volunteers who assisted with your CAW event. Add more details or information to personalize your letter.

### School Logo and/or Address Date

Dear **[VOLUNTEER’S NAME]**,

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

During Idaho College Application Week, **[NUMBER OF SENIORS SUBMITTING COLLEGE APPLICATIONS]** of our seniors submitted over **[NUMBER OF COLLEGE APPLICATIONS SUBMITTED]** college applications to colleges and universities across Idaho and the nation. 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!

Once again, **[NAME OF YOUR HIGH SCHOOL/CBO]** thanks you for your efforts and contribution of time at College Application Week! We look forward to seeing you throughout the school year and especially at our event next year.

Sincerely,

### [SITE COORDINATOR’S NAME] [SITE COORDINATOR’S TITLE]