

(School Logo)
(School Address)
(Date)

Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I would like to personally thank you for volunteering your time at our 2024 Virginia 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 Virginia College Application Week (number of seniors who submitted applications) seniors submitted (number of applications submitted) applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams for the future!

Once again, (Name of Your High School) thanks you for your efforts and contribution of time at Virginia College Application Week! We look forward to seeing you throughout the school year and especially at our event next year.

Thank you!
(Site Coordinator Name)
(Site Coordinator Title)

