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]