

VOLUNTEER APPLICANT LETTER

Dear Volunteer,

Congratulations! We are happy to inform you that your application to become a volunteer with our organization has been approved after thorough review.

We are located at G. Araneta Ave 9, 1113 Quezon City, Philippines Matalahib, Quezon City. Please bring at least 1 Valid ID. An announcement will be made regarding the time. Do not hesitate to contact us if you have any queries or concerns.

Thank you for your willingness to volunteer with us. We look forward to working with you.

Sincerely,

Admin

Hi (Name),

Thank you for your time spent on submitting an application as volunteer in our donation drive.

For now, we will decline your request because we have already completed a batch for our scheduled operation.

We will keep your application in the active file and will get in touch with you in future opportunities.

We wish you all the best, and we look forward to working with you in the future.

Sincerely,

Admin

Dear [Donor's name],

On behalf of Gifts for You PH, I would like to express our sincere gratitude for your generous donation. Your contribution will help us [insert purpose of donation here].

We are honored to have your support and we promise to use your donation to make a positive impact in the community. Your generosity inspires us to continue our mission and we are grateful for your trust in us.

We are located at **G. Araneta Ave 9, 1113 Quezon City, Philippines Matalahib**, we are available from 9:00am-6:00pm from Monday-Friday. If you have any questions or concerns, please do not hesitate to contact us.

Thank you again for your kindness and support. We look forward to keeping you updated on our progress.

Sincerely,

Admin