

Draft 06-28-04
Letter Template C
Letter To Volunteer Regarding Reinstatement

(Date)

(Name of volunteer)

(Address)

(Address)

Dear (Name of volunteer):

This letter is to confirm that you have been reinstated as a 4-H Leader in good standing in (xxx) County, effective immediately. I thank you for your cooperation and understanding during this very difficult time. (Name of educator or professional) will be contacting you to ensure that your transition back into the program goes as smoothly as possible.

I will be sending letters to the parents and members of your 4-H Club, letting them know of your ability to again serve in the role of Maine 4-H volunteer and thanking them for their assistance and support.

Please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

(Name)

Program Administrator

cc: (Name), Dean & Director, UMCE
(Name), Extension (Educator; Professional)