

Draft 05-14-04
Letter Template D
Letter To Parent(s) or Guardian(s) and Member(s) Regarding Volunteer Continuing in the Role

(Date)

(Name of parent(s) or guardian(s) and member(s))

(Address)

(Address)

Dear (Name of parent(s) or guardian(s) and member(s)):

This letter is to inform you that (Name of volunteer) is again able to function in the role of Maine 4-H Volunteer Leader in (xxx) County. I want to take this opportunity to thank you for your understanding and support during this time.

(Name of educator or professional) will be working with (Name of volunteer) to ensure that (his; her) transition back into leadership of the (xxx) 4-H Club occurs as smoothly as possible. If you have any questions or concerns, please do not hesitate to contact (Name of educator or professional) or me.

Sincerely,

(Name)

Program Administrator

cc: (Name), Dean & Director, UMCE

(Name), Extension (Educator; Professional)

(Name of volunteer)