

Draft 05-14-04
Letter Template F

Letter To Parent(s) or Guardian(s) and Member(s) Regarding Volunteer No Longer in the Role

(Date)

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

(Address)

(Address)

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

This letter is to inform you that (Name of volunteer) is no longer a Maine 4-H volunteer or leader of the (xxx) 4-H Club.

I thank you for your support and understanding during the past (weeks; months). You will soon be contacted by (Name of educator or professional) regarding (Name of member(s))'s continued membership in 4-H and the transition of the club to new leadership. I regret any hardship that this situation has caused you, but trust that we will be able to work together to address any remaining concerns.

Sincerely,

(Name)

Dean & Director, UMCE

cc: (Name), Program Administrator, UMCE
(Name), Extension (Educator; Professional)
(Name of volunteer)