

SAMPLE CONGRATULATORY LETTER
(On Iowa Commission on Volunteer Service Letterhead)

April 8, 2009

<<NAME>>
<<NAME OF GROUP>> (if applicable)
<<ADDRESS>>
<<CITY, STATE ZIP>>

Dear <<NAME>>:

It is my great pleasure to inform you that (you have OR <<NAME OF GROUP>> has) been selected to receive a 2009 Governor's Volunteer Award. Your nomination was submitted by <<NAME OF NOMINATOR>> from <<AGENCY/ORGANIZATION>> for <<ACTIVITY/CONTRIBUTION>>.

In a few weeks, you will receive an invitation to a regional recognition ceremony from Governor Chet Culver's office. I sincerely hope you will be able to attend so you may accept your award in person. At this time, the ceremonies are being planned for June, but exact dates and locations have not been confirmed.

IMPORTANT NOTE: If there is an error in your name or address, please contact Jody Benz, the Governor's Volunteer Award program coordinator, immediately so corrections can be made before your award certificate is prepared (icvs@iowalifechanging.com, 515.242.4764 or 1.800.308.5987). Also, if you do not receive your invitation by May 20, please contact Jody.

The devotion of volunteers like you helps Iowa consistently remain in the top 10 states in the nation for its volunteerism rate. Thank you for contributing your time, dedication, and talent to make a tremendous difference in our state. Congratulations!

Yours in service,

Adam Lounsbury
Executive Director