# Volunteers' Week 1-7 June

**Template letter to celebrity patrons, local MP’s and supporters to request a letter or message for volunteers**

Dear [INSERT NAME]

[INSERT CHARITY NAME] is taking part in Volunteers Week (June 1 – 7) to thank and show gratitude to our brilliant volunteers and the positive impact they make to people/our planet.

Part of this year’s national campaign is about sharing thank-you letters and messages from people who have benefitted from the work of volunteers. Alongside that, charities are asking their patrons and local supporters such as yourself, to write a short letter or record a short message expressing your own thanks and recognition for the contribution you’ve seen by unpaid volunteers who give their time for our cause. If you’re happy to help in this way, we’d like to use your letter or message on our website and in social media.

It doesn’t need to be long. Just a few sentences would be a huge boost for our volunteers.

We’ve included some information below you could use. Or please get in touch if you would like more.

**Creating your letter:**

Your letter could be typed or handwritten. Your message could be recorded or live.

The most important message we would like to you to convey is that you appreciate the efforts our volunteers make and you understand how their efforts are changing lives/our environment for the better.

Here are a few facts about volunteers for [INSERT CHARITY NAME]:

[INSERT DETAILS ABOUT THE NUMBER OF VOLUNTEERS, WHAT SORT OF ACTIVITIES THEY DO AND WHAT DIFFERENCE THIS MAKES AS SHORT BULLET POINTS. IF VOLUNTEERS HAVE HELPED TO SUPPORT THIS YEARS FLOODS OR IN THE CORONAVIRUS CRISIS THIS IS WORTH OUTLINING HERE]

**Sharing your letter or message with our volunteers:**

Ideally, we’d love for you to share your letter or message with us in advance, so we can include it on our website for the campaign launch on June 1.

If you choose to write a letter, we’d love for you to take a photo of your letter and share this via your own social media channels, such as Twitter, Facebook and Instagram on June 1, too. We are using the hashtag **#VolunteersWeek.**

Finally, we’d like to include your letter or message in our e-newsletters to volunteers and supporters during Volunteers Week.

We completely appreciate you are very busy. But volunteers are vital for our work, now more than ever, so we hope you are able to help us with this worthy campaign.

If there is anything, we can do to help you with this, please contact [INSERT CONTACT DETAILS]

Many thanks,

[INSERT NAME]