***Use with the Constituents Grid> Actions>Print/Email Mail Merge.***

**{MERGEFIELD Today’s Date}**

**{MERGEFIELD Envelope Salutation}**

**{MERGEFIELD Address 1}** {**MERGEFIELD Address 2}**

**{MERGEFIELD City}**, {**MERGEFIELD State}** {**MERGEFIELD Zip}**

Dear {**MERGEFIELD Informal Salutation}**,

We are writing to thank you for your tremendous gift of time this year.

Your total hours for this year amounted to **{MERGEFIELD Time This Year \#0.00}** and you have provided **{MERGEFIELD Time Cumulative \#0.00}** since you first began supporting us with your volunteer time.

Your service makes such a difference to our organization and, more importantly, to the community we serve. We look forward to your involvement in the years to come and we truly appreciate your dedication.

We appreciate your generosity, and we look forward to your continued support.

With gratitude,

Executive Director

Organization Name

*Add any state required fundraising disclosure statements.*