**SAMPLE CONGRATULATORY LETTER**

**Date**

Name

Address

City/State/Zip

Dear [Name],

**In conjunction with the Fourteenth Annual Governor’s Volunteer Stars awards, Tennessee’s statewide volunteer recognition program, [your organization or office] has selected you as the 2021 [County Name] County [Adult/Youth] Honoree!**

The Governor’s Volunteer Stars Awards recognizes volunteers who have displayed tremendous dedication to serving in various ways throughout their local Tennessee communities. Nominees were judged based on the community’s need of the volunteer service performed, initiative taken to perform the service, creativity used to solve a community problem and impact of the volunteer service on the community.

You were selected based on [Insert brief description of the service they provided that led to their selection as honorees.]

[Quote here about importance of improving community or from agency executive/local elected official]

Recipients of the [your county] volunteer awards will not only be honored at [name of your county event] in [month of your event] but will also receive a statewide award. You will be invited to attend the Governor’s Volunteer Stars Awards virtual ceremony on February 13, 2022. You can expect an invitation from Volunteer Tennessee, the state service commission, in early January.

Again, congratulations on your selection as the 2021 [County Name] [Adult/Youth] Honoree for the Governor’s Volunteer Stars Awards. We appreciate your dedication to our local community. If you have any questions, please don’t hesitate to contact me at [Provide your contact information].

Sincerely,

[Name]

Governor’s Volunteer Stars Awards – [County Name] Coordinator

[Professional Title]

[Organization or Office]

*Volunteer Tennessee is coordinating the Governor’s Volunteer Stars Awards at the state level. Volunteer Tennessee is the 25-member bipartisan citizen board appointed by the Governor to oversee AmeriCorps and service-learning programs and to advance volunteerism and citizen service to solve community problems in the Volunteer State. For more information about Volunteer Tennessee and the Governor's Volunteer Stars Awards, please visit* [*www.volunteertennessee.net*](http://www.volunteertennessee.net)*.*