

We encourage you to put your thank you letter on your organization's letterhead and please send a copy to us at Lawyers Alliance!

[Date]

[Volunteer name]

[Volunteer address]

Re: Pro Bono Work for [organization]

Dear [Volunteer name]:

Thank you for all your volunteer service to [organization]. As a [charitable]/[educational] organization working to [insert short mission] we have only limited resources to devote to expenses that, although necessary, are not directly program related.

[Give a brief description of your program, the assistance you provide, the clients you serve, the community that you work in.]

[Discuss the project the volunteer worked on and how it impacted your organization. Some examples follow.]

Incorporation/Tax Exemption: As a start-up organization the process of incorporating and applying for federal tax exemption can be overwhelming. We needed assistance in drafting our certificate of incorporation, formulating our bylaws, and filing our application for federal tax exemption with the Internal Revenue Service. You provided invaluable guidance in each step of the process.

Employment: We are a growing/established organization with [x] staff members. We take our role as a responsible employer seriously and we benefited tremendously from your assistance and guidance in developing our personnel policies.

Strategic Alliance: Our organization made the decision to enter into a strategic alliance with _____ in 2022. With your guidance and excellent counsel, we were able to navigate through the complicated transaction and enter into an agreement that will help to ensure the longevity of our programs.

Real Estate: With your help, we were able to negotiate a favorable lease and move into larger space that allows us to serve more clients in our community and make a greater impact.

We really appreciate all of your assistance and hope to work with you again in the future.

Sincerely,

[Name]

[Title]

[cc: Pro Bono Coordinator / Partner]