

[Team or Meet Logo]

[Team Name  
Address  
email and/or phone]

[Date]

Dear \_\_\_\_\_,

Thank you for serving as a volunteer meet worker at the **[Name of Meet]** held at the [Facility Name] in [City, State.] The meet was held [Day(s), Month, Year] under USA Swimming Sanction [Sanction Number]. The commitment of volunteers like you throughout the organization contributes to the success that USA Swimming athletes enjoy locally, nationally and internationally.

Volunteers like you make it possible for competitive swimming opportunities to be more widely available. Your service at this meet was needed and very much appreciated. Thank you!

Sincerely,

[Name]

Meet Director

Number of Hours Worked: \_\_\_\_\_