



AmeriCorps

Insert Date

Dear _____,

Your service to the **Insert Program Name** AmeriCorps Program has come to an end. Thank you for your time and efforts you have given to the **Insert Program Name** AmeriCorps Program. We appreciate your desire to work with **Insert Client Served** and make a difference in our community.

We regret that you were not able to complete the program requirements and you will not receive an educational award. We hope that the training, living allowance, and experience gained during your time with the program will assist you in your future goals.

We also hope that you continue to seek opportunities to serve your community, pursue other endeavors to be a positive role model, and above all, continue your effort to realize your dreams.

Sincerely,

Insert Name

AmeriCorps Director

Service Hours Completed: **Insert #Service Hours Completed**