

DRAFT COVER LETTER
USE FOR *ORGANIZATION FORM* SUBMISSION
MEDTRONIC RETIREE VOLUNTEER RECOGNITION AWARD

Date

Organization Name

Street Address

City, State Zip

Dear _____:

The Medtronic VSP Group retiree organization gives out an annual volunteer award (Life after Medtronic) and I have nominated _____ for this award. I believe that _____ has volunteered many hours to your organization and he/she seems very deserving of this award.

In order to be considered, the enclosed Volunteer Organization Form needs to be filled out by your organization and submitted by _____ to the committee that reviews and approves this award. The form should only take you a few minutes to complete.

Thank you in advance for your help. If you have any questions, please contact me at _____.

Sincerely,

Enclosure

Volunteer Organization Form