



September 15, 2009

Mr. Joe Smith Volunteer  
1234 Any Street  
Anytown, USA

Dear Joe,

This is to confirm your appointment as *(list of position)* of the AARP Foundation's Tax-Aide program effective August 1, 2006 and ending July 31, 2007. Your immediate supervisor will contact you to ensure that you receive appropriate information and training for your leadership position. We're happy to confirm this appointment, and look forward to working with you this season.

Personalized identification labels to use on expense statements are included. You will be collecting more materials as the season progresses – these are just to start you off.

We'll be facing the challenges and experiencing the rewards of this program together as we move through the upcoming season. When we're done, you'll have contributed to helping more than two million people with their taxes. You'll also appreciate the experience of working with the exceptional people who make up the AARP Tax-Aide program.

Your volunteer ID number is 00-000-0000.

Enjoy!

Sincerely,

Bonnie Speedy  
National Director  
AARP Tax-Aide

cc: *(Name of State Coordinator for this area)*