

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Fundraising –Request for Volunteers

Dear :

Do you love helping people? Do you want to give back to others but don't believe that you have enough money, talent, or time to give? WeCare wants people like you. We are asking for volunteers. At WeCare, anybody can be a volunteer. We provide you with the training you need and work with your schedule. So, if you would like to have that warm tingling feeling of having done something good, come see us at WeCare.

Sincerely,

N A M E