

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

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

Re: Request for Volunteers

Dear :

We are seeking volunteers for a number of upcoming events sponsored by Organization. We are asking that you would consider volunteering for some of the activities that will take place. Your presence has always added an extra flair to our events and we hope that you will continue to contribute your time to these worthwhile events.

If you are able to volunteer, please give me a call at the office. I look forward to hearing from you.

Sincerely,

N A M E