

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for a community work placement with [Organization's Name]. I am eager to contribute my skills and enthusiasm to your team while gaining valuable experience in community service.

As a [your current education or position, e.g., "student at XYZ University studying Social Work"], I have developed a strong passion for [briefly explain your interest in community work]. I am particularly drawn to your organization because [mention something specific about the organization or its mission that resonates with you].

I have acquired skills in [list relevant skills or experiences related to community work] that I believe will enable me to make a positive impact. I am committed to [mention your commitment, values, or philosophy related to community service].

I am looking forward to the opportunity to discuss how I can contribute to your team at [Organization's Name]. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]