

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Department of Consumer and regulatory Affairs]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in volunteering with the District of Columbia Public Schools (DCPS). I am enthusiastic about the opportunity to contribute my time and skills to support the students and staff within the school community.

I have a background in [your background - e.g., education, mentoring, administration] and possess skills in [relevant skills - e.g., communication, organization, teamwork]. I believe that my experience aligns well with the needs of DCPS and I am eager to make a positive impact.

I am particularly interested in volunteering in [specific area or program, if applicable], as I feel passionate about [reason related to that area]. I am available [your availability] and am willing to undergo any required training or background checks.

Thank you for considering my application. I look forward to the opportunity to discuss how I can best support the DCPS community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]