

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Volunteer Opportunity at [Your Organization's Name]

We are excited to announce a volunteering opportunity with [Your Organization's Name]! We are seeking enthusiastic individuals who are passionate about [briefly describe the mission or cause of your organization].

**\*\*Position Title:\*\*** [Volunteer Position Title]

**\*\*Location:\*\*** [Location of Volunteer Work]

**\*\*Time Commitment:\*\*** [Details about time commitment - hours per week, duration, etc.]

**\*\*Responsibilities:\*\***

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

**\*\*Qualifications:\*\***

- [Qualification 1]

- [Qualification 2]

- [Qualification 3]

If you are interested in making a difference and joining our team, please respond by [RSVP Date] to [Contact Information]. We would love to have you on board!

Thank you for considering this opportunity to give back to the community.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]

[Website URL if applicable]