

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

[Recipient's Name]
JFK High School
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in volunteering at JFK High School. I am passionate about [briefly explain your interests related to volunteering, e.g., education, mentoring, etc.], and I believe that I can make a positive contribution to your school community.

I have experience in [mention relevant experience or skills, e.g., tutoring, organizing events, etc.], and I am particularly drawn to [specific programs or activities at JFK High School]. I would love the opportunity to support students and staff in any way that I can.

Thank you for considering my application. I look forward to the possibility of working together to enhance the educational experience at JFK High School.

Sincerely,
[Your Name]