

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in volunteering at [JK School Name]. As someone who is passionate about education and community service, I believe that my skills and enthusiasm would be a valuable addition to your team.

I have previous experience working with children through [briefly describe any relevant experience, e.g., tutoring, mentoring, etc.]. I am particularly drawn to volunteering at JK School because of [mention any specific reasons related to the school, such as its mission or programs]. I am available to volunteer [mention specific days/hours you are available], and I am eager to assist with [mention any specific areas you are interested in, such as teaching, organizing events, helping in the classroom, etc.].

Thank you for considering my application. I look forward to the opportunity to contribute to the wonderful community at JK School. Please feel free to contact me at your convenience to discuss any available volunteer opportunities.

Warm regards,
[Your Name]