

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request permission to participate as a volunteer for [specific volunteering activity] organized by [Organization Name] on [date(s)]. I believe this opportunity aligns with my interests and skills, and I am eager to contribute to [specific cause or project].

I understand the commitment involved and am prepared to adhere to any guidelines and protocols set by your organization. I am confident that my involvement will be beneficial to both the organization and the community.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]