

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Subject: Request for GVSW Release

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the release of the GVSW (General Volunteer Service Waiver) pertaining to [briefly describe the project or service related to the waiver].

I understand that the release is necessary for [mention the purpose, e.g., participation in a specific event, project completion, etc.]. I assure you that all requirements and guidelines have been followed in accordance with [mention any relevant policies or regulations].

Please find attached [mention any necessary documents, if applicable] to facilitate this request. I would appreciate your timely assistance in processing this release. Should you need any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]