

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to express my interest in participating in the volunteer program at [School's Name]. I am passionate about contributing to the educational environment and supporting both students and staff.

I believe that my skills in [mention relevant skills or experience] would be beneficial in [mention how you can help, e.g., tutoring, organizing events, etc.]. I am available on [mention your availability] and would love the opportunity to discuss how I can assist the school community. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,  
[Your Name]