Susan Thompson

Address, City, ST ZIP Code | Telephone | Email

**Today’s date**

Mr. Joel Bryant, Director

ABC Organization

Address, City, State, zip

Re: Volunteering   
Dear Mr. Bryant,

I’ve seen in our local news bulletin that your organization is looking for volunteers.

I would like to offer my services (during the early morning hours, once a week, on the weekends, or whatever).

I have five years of experience in (preferably something related to what you want to volunteer with. For example, if you’ve worked as a chef in a restaurant, that would be useful in cooking in a soup kitchen. If you’ve babysat, tutored, or taught, that experience with children can be transferred to chaperoning a special child at the park or other activities with children).

Some volunteering activities may include:

* Distributing food to the homeless
* Collecting and/or sort used clothing for the thrift store
* Answering phones during the 24-hour call-in campaign
* Supervising a special child at the amusement park
* Cooking meals at your soup kitchen
* Visiting oncology patients at the hospital
* Delivering cooked meals to the elderly and helping with minor household repairs
* Driving dialysis patients to their weekly appointments, or whatever).

Your organization once helped me (if it’s true), and I’d consider it an honor to be able to give back to such a beautiful group.

With heartfelt thanks,

**Susan Thompson**