

*Recipient Name*

*Title*

*Company Name*

*Street Address*

*City, ST ZIP Code*

*Date*

Dear Ms. Smith,

I hope this letter finds you well. My name is Sally Walker and my daughter Olivia is a freshman at Minnehaha High School.

Olivia mentioned to me the other day that the school is offering volunteer opportunities for students and, as she would like to pursue some experience in childcare, she was wondering if you might accept the help of a few eager and responsible students.

I know that it can be difficult to accommodate volunteer requests at such short notice, so I would be happy to chat with you further, meet Olivia at the school, or visit any other location that might work for your community service needs. If you need a volunteer, I hope that you will consider my daughter.

Sincerely,

Sally Walker