Your Name

Your Address

Your phone number

[Date]

[Organisation Name

Organisation Address

Organisation Town

Organisation Postcode]

Dear Sir/Madam/Name,

# RE: Volunteering Opportunities

I am writing to enquire about opportunities to volunteer at [Example Children’s Centre]. I enjoy working with children and would like to continue to do so in a voluntary capacity. I have enclosed a copy of my CV for your consideration.

I volunteered as a [insert volunteering experinece. Insert specific tasks responsible for, such as craft activities, sport, music, life skills and an annual summer trip].

I also work as a [insert any paid work experience, insert skills gained, such as teamwork].

I would very much appreciate the opportunity to volunteer at [organisation name]. It would be an excellent opportunity to develop my interest in [insert interest].

I am flexible and am available to volunteer [insert dates or days of the week].

I would welcome the opportunity for a phone conversation or a meeting to discuss this further. Please feel free to contact me.

Thank you for your consideration, I look forward to hearing from you.

Yours faithfully/sincerely,

[Your Name]