Your Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Organization Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Recently passing through a bookshop I read your poster regarding volunteer work in your school library. I’ve been very fond of reading myself. I believe reading not only enhances your knowledge but also helps to incur creativity.

I am interested in volunteer work at the library. Promoting our cultural and historical thoughts through books is very interesting. Your library The Book Land is one of the finest libraries in town with the largest collection of books.

Hope to get a positive reply.

Sincerely,

Your Name

Title