Your Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Organization Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

While reading online advertisements I got through your advertisement of needing individuals for volunteer work at your bank GMH. Every year the bank opens doors for volunteers located at our community center.

I am a student of BBA Honors. I am graduating from UCP. I offer my services to you for volunteer work at the bank. The job tasks you mentioned is receiving customers bill. It is indeed an exciting work to do. I have already had experience in this field due to my prior internship with a bank.

I would love to gain another of my greatest experiences by working with you. I hope to hear from you soon.

Sincerely,

Your Name

Title