**LETTER TEMPLATE  
LETTER TO ASK FOR A VOLUNTEER JOB**

**[Date]  
  
[Designation of the respective person]  
[Name of the organization]  
[Mention the address]**

**Subject- Letter of Permission for Community Service**

Respected Sir,

This letter is to inform you as the **(Mention designation details)** of the organization **(mention the name of organization)** that I **(write your name)**, a resident of **(mention your address)**, would like to express my humble request that I want to work as a part of the community service organized by your institution. I love to help needy persons and offer sincere service regarding the better condition of our society. I want to offer my service to our citizens and help them as much as my strength permits.

Through this special event of community service, I can fulfill my dream to help others and will be able to learn various new and beneficial things in life.  I also have faith that this service will help me become a better person for my family and society. Therefore, through this letter, I am requesting you sincerely grant me permission to attend the community service. This will serve as a great experience for me and all the residents of my society.

I will be greatly obliged to you for your kind attitude towards us. Please accept my request and grant me your precious permission to attend the community service. For any further information or queries, please feel free to reach me at **(mention phone number)** or through an email **(mention email address).**

Thank you very much,

Regards,

**(Name of the sender)**