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

[Date]

(Name of the sender)

(Designation of the respective person)

(Name of the address)

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

Respected madam/sir,

This letter is to inform (mention the name of the organization or agency) that I (mention your name) from (mention the place where you are staying) would like to say to you that I want to take part in your community service. I am very much interested in doing social work. I want to do something for people and help them as much as I can. Through this community service, I will be able to learn so many new things, and I believe that this will help me in the future.

This letter is to request you permit me to take part in the community service. This will be a great help to me and the people of my locality. I will be highly obliged to you. Please accept my request and grant me permission for the community service.

For any further information or queries, you can reach me at (mention phone number) or through an email (mention email address).

Sincerely

(Name of the sender)