Fundraising Letter for Volunteer Time

Date

Your Name

Your Organization’s Name Street

City, State ZIP

Dear [Volunteer’s Name],

This is not a fundraising letter! There, now that is out of the way.

We are not writing to you to ask you for money. Instead, we would like to invite you to be a part of our upcoming

volunteer day on [date] at [location].

We will be [explain what will occur during your volunteer day], and we could really use your help!

If this sounds like fun to you, just fill out the information portion at the bottom of this letter and mail it back.

to us in the self-addressed and stamped envelope we have included.

Thank you for your interest in being a part of our volunteer team. Thank you in advance for your donation of

time, energy, and service.

Sincerely,

[Signature of an organizational leader] [Typed name of organizational leader]

P.S. [End with an update about an upcoming event or other information] ————————————————————————————————————

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Available Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Interests: [list out several options for volunteers to choose from]

 Helping with check in

 Passing out food and water.

 Helping with safety and security.

 Passing out flyers or other materials.

 Other