

Sample #1

Koleen Jones
315 E Willows DR.
Spokane, WA 99208
(509) 555-4994

CURRENT DATE

Ms. Dia Hadley
Habitat for Humanity
732 N Napa St.
Spokane, WA 99201

Ms. Dia Hadley:

Thank you for coming and sharing Habitat for Humanity with us.

I now know a little bit more about the organization and what it represents since you came and shared your expertise with us.

I am very interested in your program and would like to volunteer to help. Right now I am studying for my GED and working in the computer lab, so I am very busy. When I get some free time, I will contact you, because I think it will be a great opportunity.

Sincerely yours,

Koleen Jones