Date

Officer Name

Community Center Name

Street Address

City, ST ZIP Code

Dear Officer Name:

I am writing in response to your advertisement regarding volunteers for your community center.  I would like to offer my services for your welfare projects. I am a college student, and this is my semester break. Therefore, I can devote a considerable amount of time for community service projects at your organization.

I have a passion towards serving humanity. During my high school years, I have been actively participating in small, yet important community service activities. During my spare time, I used to visit old age homes to help the elderly. I have also worked in groups during fundraising events organized by my school. Now I wish to work for your well-established organization to help the community in a better way.

I like accepting challenges and can work under pressure. I am also good at multitasking. So, I can easily perform more than one tasks at a time. I expect these qualities will be useful as a volunteer for your community service center.

The duration of my semester break is one month. During this time, I can devote all the time you need. I would like to continue offering my services to you once my classes resume. However, then I will only be able to work for two hours in the evenings. I hope we can work things out and adjust so that I can be a part of your team. I look forward to working with your reputable organization which is doing a great job at serving the community.

Cordially,

Your Name