

Letter of Initiative for Volunteering Expanded Duties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in taking on expanded volunteer duties within [Organization Name]. Having been involved with [specific program or project] over the past [duration], I have developed a strong commitment to our mission and believe I can contribute further.

With my experience in [mention relevant skills or experience], I am eager to assist in [mention specific areas you want to contribute to, e.g., event planning, outreach, fundraising]. I believe that by volunteering for these expanded responsibilities, I can help enhance our programs and support our team effectively.

I am keen to discuss this opportunity with you and explore how I can best serve [Organization Name]. Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your Position, if applicable]