

# Request for Participation in Community Service Activities

Date: \_\_\_\_\_

To,

The [Recipient's Name]  
[Recipient's Position]  
[Organization's Name]  
[Organization's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Role] at [Your Organization/School]. We are committed to fostering community service and engagement among our members, and I am writing to request your participation in our upcoming community service activities.

We have planned several initiatives aimed at [briefly describe the purpose of the activities, e.g., environmental cleanup, assisting the elderly, etc.]. These activities will take place on [dates and times] and will be held at [location]. Your involvement would not only enhance our efforts but also serve as an inspiration to others in our community.

We believe that your participation would greatly contribute to the success of these activities and positively impact our community. Please let us know if you are available, and feel free to share this invitation with others who may be interested in joining.

Thank you for considering this request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization/School]  
[Your Contact Information]