

# Letter of Interest in Volunteering

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my enthusiasm for the opportunity to volunteer at the upcoming university orientation session. As a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University], I believe that my experience and passion for helping others would make me a valuable asset to your team.

Having participated in various programs and events at the university, I understand the importance of creating a welcoming and informative environment for new students. I am eager to assist in orientation activities and help incoming students feel comfortable as they embark on their academic journey.

Please let me know if there are any specific requirements or forms I need to complete to formalize my interest. I look forward to the possibility of contributing to this important event.

Thank you for considering my application. I hope to hear back from you soon.

Sincerely,

[Your Name]