

Letter of Readiness to Assist with After-School Programs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my enthusiasm and readiness to assist with the after-school programs at [School/Organization Name].

Having a strong passion for [mention any relevant experience or field, e.g., education, mentoring, etc.], I believe I can contribute positively to the program and help create an enriching environment for the students.

Please let me know the areas where my help would be most valuable. I am willing to commit my time and skills to support the initiatives that foster both academic and personal growth for the children.

Thank you for considering my offer. I look forward to the possibility of collaborating with you and the team.

Sincerely,

[Your Name]