

Opt-Out Letter for Community Service Project

Date: [Insert Date]

To Whom It May Concern,

I am writing to officially express my intention to opt out of the upcoming school community service project scheduled for [insert date].

While I understand the importance of community service and appreciate the efforts to engage students, I believe that due to [insert reason, e.g., personal commitments, health issues], I am unable to participate this time.

Thank you for your understanding. Please let me know if there are any further steps I need to take regarding my decision.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]