

Request for Assistance on Community Volunteer Day

Date: _____

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for our upcoming Community Volunteer Day scheduled for [insert date], we are reaching out to seek your assistance in making this event a success.

We are looking for volunteers to help with various activities, including [list activities, e.g., cleaning parks, organizing workshops, distributing food, etc.]. Your support would mean a great deal to our community and those in need.

Please let us know if you, or anyone you know, would be available to help on this day. Any assistance you can provide would be greatly appreciated.

Thank you for considering this request. Together, we can make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]