

Date

Dear

I am really pleased that you are interested in volunteering. I hope that I will be able to help you to find something that you enjoy doing and something that you will find rewarding.

Please could you come to my office at the above address.

On \_\_\_\_\_

at \_\_\_\_\_ am/pm

I have enclosed a flyer with the map of where my office is and look forward to seeing you

If you are unable to come, or you do not know how to get here, please call me on the above number.

Thanks,