

COMMUNITY SERVICE  
LETTER OF INQUIRY

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone # \_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_\_\_ Name of Organization  
\_\_\_\_\_ Address  
\_\_\_\_\_  
\_\_\_\_\_ Date

Dear Sir or Madam,

I would like to introduce myself as a high school student at Ridge Community High School in the Haines City/Davenport area. Our high school believes that a well-rounded student not only does well in their academics, but is a contributor to society. I would like the opportunity to contribute to your organization by volunteering my time in a way that would be useful to you. I am available:

- Mondays @ \_\_\_\_\_
- Tuesdays @ \_\_\_\_\_
- Wednesdays @ \_\_\_\_\_
- Thursdays @ \_\_\_\_\_
- Fridays @ \_\_\_\_\_
- Saturdays @ \_\_\_\_\_
- Sundays @ \_\_\_\_\_

I look forward to meeting with you to discuss the possibilities of volunteering at your organization. I can be reached at the contact information listed above.

Thank you for your consideration,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

