

Date as postmark

Dear _____

Volunteer enquiry

I was very pleased to hear that you are interested in becoming one of our volunteers and have pleasure in enclosing a post description and application form, which I would be grateful if you would complete and return to me.

I have also enclosed project and volunteer information leaflets, which I hope you will find interesting.

I look forward to receiving your application form and would like to take this opportunity to thank you for the interest you are showing in our project.

Yours sincerely

Patricia Kearns

Patricia Kearns
Project Leader

Encs.