

SAMPLE VOLUNTEER REQUEST EMAIL

Dear Ms. Irani:

My name is <<Your Name>>, I am a 7th grade student at<< _____>>- and I am 12 years old. I belong to << Your Temple Name>> in Los Angeles.

On <<Your date>>, I am becoming a Bat <<or Bar>> Mitzvah which is a yearlong process. As part of this process, I will be connecting with an organization whose mission is important to me and I have decided that I am interested in working with <<Name of Organization>>. Our synagogue has partnered with [Tzedek America](#) to help us find nonprofits and that is how I found my way to you.

I am excited to have the opportunity to support the work of <<name of Organization>> and I'm ready to share my skills and energy to help you with your mission. I'm also considering raising money for your organization and letting everyone at my ceremony know about the work that you do.

I love to << insert somethings you like to do or are good at>>* and I hope that I can incorporate one of those skills into something that will help you.

***Options of Some Things At Which You Might be Good:**

cook, read, make flyers, post on Instagram, make websites, organize things, paint, work with children, talk to older adults, groom animals, etc:

I would like to set up a time to meet with you by phone or zoom to discuss how I can work with you and support your mission. I'm usually available in the afternoons after <<insert time here>>. What's the best way to schedule a time with you?

Thank you for taking the time to read my email and for your support as I hope I can be of help to you and your work.

Best,

<<Your Name>>

<<Your@Email Adresss.com>>

<<Your Phone Number>>