

SAMPLE E-MAIL LETTER

REQUESTING A MEETING WITH ORGANIZATION SUPERVISOR

Dear Mr./Ms. _____,

I/we am/are juniors at Mercy High School San Francisco, and I/we would like to volunteer and do a service project at (name of organization) _____. For my/our project, I/we would like to _____ (briefly explain your project, like, "do a sports camp," or "offer a baking class," or "develop a film about a mom's experience of having a child in the military.")

I/we would like to come to your office to talk with you about my/our project idea sometime within the next two weeks. The meeting will probably be about 30-45 minutes. Some dates and times which are possible for me/us include: (then list 3 times when you would be available to visit the organization for a meeting.) _____, _____, or _____.

Could you please e-mail me back at your earliest convenience, to let me know which of the above dates might work for you for a meeting? If none of those dates are good, could you please let me know some possible times for you?

Thank you very much. I/we look forward to talking with you, and possibly doing my/our project at your organization!

Sincerely,
Your Name(s)