**Invitation to Volunteer**

**SAMPLE INVITATION LETTER TO VOLUNTEERS**

Hello friends of [Insert School Name],

We are hosting a PTA Day of Service project and we are looking for volunteers to help us during [Insert PTA Name]’s PTA Day of Service project at [Insert Time] on [Insert Date] at [Insert Location].

Here is what we need!

[Add description of volunteer roles]

We truly make a difference in our community, and we need your help to make the greatest impact. We hope that you can help by volunteering your time to make this event a success!

Please respond to [Insert Name] by [Insert Date].

Sincerely,

[Insert PTA President’s Name]

[Insert Email and Phone Number]