# Sample Invitation Letter to Volunteers

**Remove this text and update the highlighted sections of the template** to invite community members/teachers/parents to volunteer.

Hello [Name],

[Insert Reasons for hosting the PTA Program and the Importance of a successful program]

We are looking for volunteers to help us during [Insert PTA Name]’s [Insert Program Title], sponsored by [Insert Sponsor] at [Insert Time] on [Insert Date] at [Insert Location]. ThisPTA Program will be an invaluable opportunity [Insert the Why].

We want to [Insert Program Goals] at [Insert School Name] and hope that you will help us by volunteering your time to make this program a success!

Please respond to [INSERT NAME] by [INSERT DATE].

Sincerely,

[Insert PTA President’s Name]

[INSERT EMAIL AND PHONE NUMBER]