

## COVER LETTER FOR VOLUNTEER APPLICATION

(Organization Letterhead)

Dear Volunteer:

We have enclosed an application form, two reference forms, and a volunteer job description. Please answer all questions on the application thoroughly. A complete application will allow us to respond promptly to your request to volunteer. When you have completed the application, please send it to our office at the address above. In addition, please give the reference forms that accompany this application to two individuals you feel can best respond to the questions. They are to return the reference forms directly to this office.

On behalf of the staff at \_\_\_\_\_, we thank you for your interest in our mentoring program. If you have any questions, please feel free to contact me at \_\_\_\_\_.

Sincerely,

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Mentor Program Coordinator