**Potential Volunteer Cover Letter**

**ORGANIZATION NAME & LOGO**

**Phone: xxx-xxx-xxxx Website: xxxxxxxxx.org**

*Date*

Dear *Volunteer’s Name*,

Thank you for considering a volunteer position with the [ORGANIZATION NAME]. There are many benefits to becoming a Health Promotion Program Volunteer, including the opportunity to become a certified workshop facilitator.

I have included a brochure of the programs that I am currently recruiting volunteers for \_\_\_\_\_\_\_\_\_\_\_\_\_(insert program types such as *Living Well with Chronic Conditions, Healthy Living with Diabetes, and Stepping On*), the volunteer position description, an application, and a background check form for your review. If you feel that pursuing a volunteer opportunity as aProgram Facilitator is right for you, please complete the enclosed forms and return them in the self-addressed/ self-stamped envelope. Thank you again for your interest in sharing these well-researched programs with members of the community. You can reach me directly at \_\_\_\_\_\_\_ (insert phone number) or by calling the [ORGANIZATION NAME] at \_\_\_\_\_\_\_\_\_ (insert phone number).

Sincerely,

Name

Position