

(Mention the name of the sender)

(Address of the sender)

To,

(Name of the recipient)

(Designation of the respective person)

(Name of the organization)

(Mention the address)

Subject- Letter of Permission for Community Service

Respected madam/sir,

This letter is to inform you as the (Mention the details) of the organization (write the name of the organization) that I (mention your name); a resident of (mention your address) would like to say that I want to take part in the community service organized by your institution.

I love working to help others and offer my service in social work. I want to do something for our citizens and help them as much as my capability.

Through this special community service, I can help others and will be able to learn many new things in life. I also believe that this service will help me be a better person in life.

Therefore, through this letter, I am requesting you to grant me permission to take part in the community service.

This will be a great experience for me and the residents of my locality. I will be highly obliged to you for your kind gesture. Please accept my earnest request and grant me your permission for community service.

If you need any further information or have any queries, you can reach me at (mention your phone number) or contact me through an email (mention your email address) at any time.

Thanking you,

With regards,

(Name of the sender)