

[Date]

Lt Sosa  
Community Resources Manager  
R.J. Donovan Correctional Facility  
480 Alta Road/PO Box 799006  
San Diego, CA 92179

RE: Request to Volunteer at the Richard J. Donovan Correctional Facility

Dear Lt. Sosa:

My name is John Doe and I want to become a volunteer at the Richard J. Donovan Correctional Facility (RJDCF). I am interested in volunteering at your prison for the Kairos Prison Ministry and Chaplain Bill Brown will be my sponsor. My background includes (Inserted detailed personal background to include religious affiliation or program involvement [i.e., AA/NA], applicable certificates/licenses, etc.). I am available to volunteer on a (***Choose one of the following***)  frequent, on-going basis  temporary or infrequent basis. I am available to volunteer on (Insert days and times; please specify if this is on a weekly or monthly basis.). In an effort to expedite this request, I can be reached at the following, if needed:

John Doe  
1234 B Street  
San Diego, CA 00000  
(619) 000-0000

I appreciate your time and consideration in this matter. I look forward to hearing from you.

(signature)