

## Sample Recruitment Letter Stating Compelling Need

Letterhead

Name  
Title  
Company  
Address  
City, State Zip

Dear Name:

XYZ Elementary School is looking to recruit 35 people from the business community who will come to school one hour a day, one day a week to work with students. Most of our families consist of a single working parent who has one or more jobs and little or no time to work on homework with their child. Therefore, this in-school assistance is critical to helping students achieve at grade level. Our teachers are volunteering, but there just aren't enough of them to meet the needs of all our students.

Won't you join us? XYZ School is hosting an open house on Tuesday, October 25, 2008 at 7 pm. We'd love to have you attend to learn more about our tutoring program.

Should you have any questions, please feel free to contact me at 743-322-0000. Otherwise, I will call you the week of (insert date) to answer any of your questions.

Thank you in advance for your interest in XYZ School.

Sincerely,

Name  
Title