

# Jordan Acosta

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Great City Humane Society  
890 Main Street  
Great City, CA 12345

To: Sidney Garcia, Director

Dear Sidney Garcia,

Thank you for the opportunity to meet with you yesterday. I had a lot of fun being at the Great City Humane Society and seeing all the animals. I am excited about volunteering at your facility, and I promise to work hard and be dependable.

As I told you when we met yesterday, I am available to start volunteering immediately on the weekends and full-time this summer once school is out. I am eager to get started and look forward to hearing from you soon.

Sincerely,

Jordan Acosta

Pathful explore