Dear Smith,

Hope that this letter finds you in the best of your health. How the holidays are going? I hope you have planned something creative as usual. I am writing this letter to you with a special purpose. You have some free time now and this is the main reason why I am appealing to you. The staff of the NGO where I discharge my services has been struck badly by the weather. Almost quarter the strength of my staff has been struck.

I desperately need your services and if you are wishing to give your volunteer services for the NGO at least for a period of 2 weeks then it would be very kind of you. It will also be an exciting new experience for you and since you are having some off period in the meanwhile, this would not be disturbing your curriculum activities. Hoping for a favourable response,

Your loving uncle,

McConroe.