

Hello NAME,

VOL NAME has asked to volunteer for the Metropolitan Library System and listed you as a reference. At your earliest convenience, could you please reply to this e-mail with your responses to the questions below:

1. What kinds of activities do you feel s/he would enjoy?
2. How would you describe him or her?
3. What else do you think I should know about him or her?
4. What do you think about his/her ability to help in the Library?

Thank you for your time and consideration.

Sincerely,