**POD Name**

Dear xxx,

I’m writing to you ask you to consider joining our (*name of organization*) “point of dispensing (POD)” team. At (*name of organization)* POD, we become the centralized location, run by community volunteers, where the public picks up life-sustaining commodities following a disaster or emergency, including shelf-stable food, water, and medicine.

As a volunteer for, (*name of organization*) POD, you would “be asked to support the (*explanation of the opportunity and volunteer program expectations*) ex: operations team, the planning team, the clinical team, be a greeter, help set up and tear down, help vaccinate, register the public upon entry, provide security, stage and prepare logistical requirements, etc”. We think you would be a great fit to our POD team based on your unique skills of (*acknowledgment of unique skill set, interest, and past involvement).*

If you are interested, please sign up for our volunteer by (*sign up process*). We look forward to working with you soon!

Thank you!

(POD Manager Signature)