Dear [NAME],

Thank you for your interest in volunteering with [ORGANIZATION]! We are excited to have you as a part of our team.

First, let us tell you a little bit about free IRS-sponsored tax preparation services and why they are so important.

Free File is a public-private partnership between the IRS and the Free File Alliance, a coalition of industry leading tax software companies. Since its inception in 2003, Free File has saved more than 50 million Americans over $1.3 billion in tax preparation costs. This program provides brand-name tax software products at no cost so you can quickly, easily and securely do your own taxes anywhere you have access to the Internet.

Anyone who made $66,000 or less last year is eligible for free tax software products through IRS Free File, meaning that more than 70 percent of Americans are able to prepare their federal taxes at no cost. Many states also offer Free File programs. For those seeking in person tax preparation help, local Volunteer Income Tax Assistance (VITA) services are also available to those making $54,000 or less. VITA programs are staffed by IRS-certified volunteers who can help prepare accurate returns safely and securely.

[OPTIONAL: INCLUDE PERSONAL NOTE ABOUT WHY YOUR ORGANIZATION SUPPORTS FREE FILE AND YOUR EXPERIENCES WITH THE DIFFERENCE IT HAS MADE IN PEOPLE’S LIVES.]

The software available through Free File can help members of our community avoid hundreds of dollars in tax preparation fees by empowering users to do it on their own through an easy to understand interview-like process, ensuring that they receive the maximum refund they are owed.

For low- to moderate-income filers, that refund can be the biggest paycheck they see all year. In fact, for some families, tax refunds can make up over 30 percent of their annual income. Receiving that much money creates the ideal opportunity to save and plan for a better financial future. We call this opportunity the Tax Time Moment.

At [ORGANIZATION], we have seen first-hand the difference that tax time savings can make in the lives of people across our community, which is why we believe so strongly in Free File and the immense tax preparation help it provides.

But how can you help? Well, it so happens that our organization is planning an event to raise awareness around the Free File programs.

[INSERT EVENT DETAILS OR ANY OF YOUR PLANS TO PROMOTE FREE FILE THIS TAX SEASON.]

**Would you be available to help with this event?**

If not, there are several other volunteer opportunities available within the organization. [INSERT DESCRIPTION OF OTHER ORGANIZATIONAL ACTIVITIES.]

Thank you in advance. We look forward to working with you!

Sincerely,

[VOLUNTEER COORDINATOR / EXECUTIVE DIRECTOR]