

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in volunteering with [Organization's Name] abroad. I am particularly drawn to your mission of [insert mission or cause] and believe that my skills and experiences can contribute significantly to your efforts.

I have a background in [your background or relevant experience], which has equipped me with [skills or qualities relevant to the volunteer role]. I am [describe your personal qualities, passion, or motivation for volunteering].

I am available to volunteer from [start date] to [end date] and am eager to [mention specific contributions or roles you would like to undertake].

I am also happy to assist in any other capacity as needed.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]