

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

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

Dear [Recipient Name],

I am writing to express my interest in volunteering with [Organization Name]. I am passionate about [specific cause or area of interest] and would love the opportunity to contribute my skills and time to support your initiatives.

I have [briefly mention relevant experience or skills], which I believe would be beneficial to your organization. I am particularly drawn to [specific program or initiative within the organization] because [reason for interest].

I am available to volunteer [mention your availability] and am eager to discuss how I can assist in your upcoming projects. Thank you for considering my application. I look forward to the possibility of working together to make a difference.

Sincerely,  
[Your Name]