

[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] as part of the JVC program. I am passionate about [mention relevant interests related to the organization's mission] and believe that my skills and background can contribute positively to your team.

I have experience in [list relevant experiences or skills], which I believe aligns with the goals of [Organization Name]. I am particularly drawn to [specific project or initiative] because [explain why this resonates with you].

As a dedicated and compassionate individual, I am eager to support the work you do and help make a difference in our community. I am available [mention your availability] and am willing to assist in any capacity that may be helpful.

Thank you for considering my application. I look forward to the opportunity to contribute to [Organization Name] and to learn from your team. Please feel free to contact me at [your phone number] or [your email address] to discuss my application further.

Sincerely,
[Your Name]