

[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 a [Your Age/Grade if applicable] student with a passion for [related field or interest] and I believe that my skills and enthusiasm would make a valuable contribution to your team.

I am particularly drawn to [specific programs or values of the organization] and would love the opportunity to be involved in your efforts to [mention specific goals or missions of the organization]. Through my previous experiences in [mention relevant experiences, if any], I have developed [specific skills relevant to the organization] which I believe would be beneficial in a volunteer role.

I am eager to learn and contribute to [Organization Name], and I am willing to assist in any area where you need help. I am available [mention your availability] and am flexible with the hours.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your important work.

Sincerely,
[Your Name]