

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

Volunteer Coordinator

KQED

[Station Address]
[City, State, Zip Code]

Dear Volunteer Coordinator,

I am writing to express my enthusiasm for the volunteer opportunities available at KQED. As a passionate supporter of public media and community engagement, I believe that my skills and experiences align well with KQED's mission.

I have [briefly explain your relevant experience or skills, e.g., experience in media, communication, community service, etc.]. I am particularly drawn to [specific program or initiative at KQED] because [explain why this resonates with you]. I am eager to contribute my time and effort to support KQED's valuable work.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to KQED's efforts and be part of this remarkable organization.

Sincerely,
[Your Name]