

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

Dear [Recipient Name],

I am writing to express my interest in the volunteer role at [NGO Name] as advertised [where you found the position]. With a passion for [relevant cause/mission], I believe my skills and experiences align well with the values and goals of your organization.

In my previous experience with [relevant experience or organization], I [describe a relevant accomplishment or responsibility]. This experience has equipped me with [specific skills or knowledge], which I am eager to apply in a volunteer capacity at [NGO Name].

I am particularly drawn to [specific aspect of the NGO's work or mission] because [explain why it resonates with you]. I am excited about the opportunity to contribute to [specific project or goal of the NGO] and support the community in [specific way].

I am enthusiastic about the possibility of working with your team and contributing to [NGO Name]. Thank you for considering my application. I look forward to the opportunity to discuss how I can support your important work.

Sincerely,

[Your Name]