

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

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

Dear [Recipient's Name],

I am writing to express my interest in volunteering with [Organization Name]. I am passionate about [briefly explain your passion related to the organization's mission], and I believe my skills and experiences align well with the needs of your team.

I have previously volunteered with [mention any relevant experience], where I [describe what you did and any successes]. This experience honed my abilities in [mention relevant skills], which I believe would be beneficial for [specific tasks or projects at the organization].

I am particularly drawn to [mention specific program or aspect of the organization], and I am eager to contribute my time and energy to support your goals. I am flexible with regard to my commitment and am available [mention your availability, e.g., days and hours].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Organization Name].

Sincerely,
[Your Name]