

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

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

Dear [Recipient Name],

I am writing to express my interest in the volunteer position with [Organization Name] as advertised [where you found the listing]. I am passionate about [briefly state your passion related to the organization's mission] and believe that my skills and experiences make me a suitable candidate for this role.

I have [describe your relevant experience, skills, or education] that aligns with the responsibilities of this position. I am particularly impressed by [mention any specific projects or values of the organization] and would love the opportunity to contribute to these initiatives.

I am available to volunteer [days and hours you can commit], and I am eager to bring my enthusiasm and commitment to your team. I look forward to the possibility of discussing how I can help support [Organization Name] and its wonderful work.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]