

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

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

Dear [Recipient's Name],

I am writing to express my interest in volunteering with [Organization's Name] as part of the TLDC program. I am passionate about [briefly explain your passion related to the organization's mission], and I believe that my skills and dedication make me a suitable candidate for this role.

I have previous experience in [mention relevant experience or skills], which I believe will enable me to contribute effectively to your team. Additionally, I am committed to [mention commitment to the organization's values or goals].

I am eager to join [Organization's Name] and support your efforts in [specific goals or projects the organization is working on]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your mission.

Sincerely,
[Your Name]