

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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] at UCLA. I am particularly drawn to this opportunity because [briefly explain your motivation and interest in the organization or cause].

I believe my skills in [mention relevant skills or experiences] and my passion for [related interest or cause] make me a suitable candidate for this role. Throughout my [mention any relevant experience or background], I have developed a strong ability to [example of skills or experience that aligns with the volunteer work].

I am eager to contribute my time and efforts to support [specific program or initiative]. I am available [mention your availability], and I am flexible with scheduling to accommodate the needs of the organization.

Thank you for considering my application. I look forward to the possibility of contributing to the valuable work at UCLA and becoming a part of your team.

Sincerely,  
[Your Name]