

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in becoming a volunteer with [Organization Name] for your community service initiatives.

Having a strong commitment to [specify cause or community], I believe that my skills in [mention relevant skills or experience] can contribute positively to your programs.

I am particularly drawn to [specific program or event] because [explain reason]. I am eager to offer my time and efforts to help make a difference in the community.

Please find attached my resume for your consideration. I look forward to the possibility of discussing how I can contribute to your team.

Thank you for your time and consideration.

Sincerely,
[Your Name]