

[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 am writing to express my interest in volunteering as an emergency response volunteer with [Organization Name]. I am passionate about helping my community during times of crisis and would like to lend my skills and support to your team.

I have [briefly describe any relevant experience or skills, such as previous volunteer work, training in first aid, or other emergency response skills]. I believe these experiences have prepared me to effectively contribute to your organization.

I am available [mention your availability, e.g., "evenings and weekends"] and am more than willing to undergo any necessary training required for volunteering. I am eager to support your mission and work alongside dedicated professionals and volunteers.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]