

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

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

Dear [Charity Coordinator's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in volunteering with [Charity Organization's Name]. I am passionate about [briefly describe your interest in the charity's mission or specific area], and I believe that my skills in [mention relevant skills or experiences] would be beneficial to your team.

I am available to volunteer [mention your availability], and I would love the opportunity to contribute in any capacity, whether it be through [mention specific tasks or roles you are interested in, e.g., event planning, fundraising, direct service, etc.].

I admire the work that [Charity Organization's Name] does in our community, and I would be excited to collaborate with your team to further your mission. Please let me know if there are any upcoming volunteer opportunities or events where I can lend my support.

Thank you for considering my application. I look forward to the possibility of working together to make a positive impact.

Warm regards,
[Your Name]