

[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 with [Organization Name]. I am passionate about [briefly state the cause or mission of the organization] and believe that my skills in [mention relevant skills or experiences] can contribute positively to your team.

I am particularly drawn to [mention any specific program or initiative the organization runs], and I would love the opportunity to assist in [briefly explain how you can help, e.g., fundraising, event planning, outreach].

Attached is my resume for your review, which outlines my relevant experiences. I am available for an interview at your convenience and look forward to the possibility of working together to make a difference in our community.

Thank you for considering my application.

Warm regards,

[Your Name]