

[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 [describe your interest in social services, e.g., helping vulnerable populations, improving community well-being], and I believe that my skills and experiences will be beneficial to your team.

I have previously volunteered with [mention any relevant experience or organizations], where I [describe your role or contributions]. This experience has equipped me with [mention any relevant skills, e.g., communication, teamwork, problem-solving], which I am eager to bring to your organization.

I am particularly drawn to your work in [mention specific programs or missions of the organization] and would like to contribute by [describe how you hope to help]. I am available [mention your availability] and am willing to assist in any capacity needed.

Thank you for considering my application. I look forward to the opportunity to discuss how I can support [Organization Name] in its mission.

Sincerely,
[Your Name]