

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

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

Dear [Recipient's Name],

I am writing to express my interest in the volunteer teaching position at [Organization's Name] as advertised [where you found the opportunity]. With a passion for education and a commitment to making a difference in students' lives, I believe I would be a valuable addition to your team. I have [mention any relevant experience, e.g., teaching background, tutoring experience, or expertise in a specific subject]. Additionally, my skills in [list any relevant skills, e.g., communication, organization, or lesson planning] will help me contribute effectively as a volunteer teacher.

I am particularly drawn to [specific program or initiative the organization offers], and I admire the work that [Organization's Name] does in [mention the community or field of focus]. I am eager to bring my enthusiasm and dedication to support the mission of your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please feel free to contact me at [your phone number] or [your email address].

Warmest regards,
[Your Name]