

[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],

Introduction

- State the purpose of the letter
- Briefly introduce yourself and your interest in the volunteer position

Body

- Highlight your passion for environmental issues
- Mention any relevant experience or skills
- Discuss specific contributions you can make to the organization

Conclusion

- Express enthusiasm for the opportunity
- Offer to provide additional information or references
- Thank the recipient for considering your application

Sincerely,

[Your Name]