

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

[Recipient's Name]  
[Title]

[Hospital Name]  
[Hospital Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in volunteering at [Hospital Name]. I am passionate about [mention your motivation or experience related to healthcare], and I believe that volunteering at your hospital would provide me with the opportunity to contribute positively to the community while gaining valuable experience.

I am particularly drawn to [specific department or program, if applicable], as I feel that my skills in [mention any relevant skills or experiences] would be beneficial in assisting staff and supporting patients.

I am available to volunteer on [mention specific days and times you are available], and I am willing to undergo any necessary training to ensure that I meet the hospital's standards.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the wonderful work being done at [Hospital Name].

Sincerely,  
[Your Name]