

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

[Date]  
[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the volunteer position at [Organization Name] as advertised [mention where you found the opportunity]. With a passion for [relevant cause or field] and a desire to contribute my skills, I believe I would be a valuable addition to your team.

I have experience in [briefly describe relevant experience or skills that relate to the position]. My background in [mention any relevant background or education] has equipped me with [specific skills or qualities], which I am eager to apply in a volunteer capacity.

I am particularly drawn to [Organization Name] because [mention specific reasons related to the mission or work of the organization]. I am excited about the opportunity to support [mention specific projects or initiatives, if applicable] and to collaborate with others who share a commitment to [mention cause].

I am available [mention your availability] and can commit to [mention duration or frequency of volunteering]. I would appreciate the chance to discuss how I can contribute to your team and support your important initiatives.

Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,  
[Your Name]