

[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 enthusiasm for the volunteer opportunity at [Organization Name] as advertised on [where you found the opportunity]. I am eager to contribute my skills and passion for [relevant field or cause] to support your mission of [organization's mission or goal]. Having a background in [your relevant experience or skills], I believe I can effectively contribute to your team. My past experiences include [briefly describe relevant volunteer work, jobs, or skills]. I am particularly drawn to [specific program or initiative within the organization], and I am excited about the opportunity to help make a positive impact in our community.

I am impressed by [mention something specific about the organization], and I align with your values of [organization's values or principles]. Volunteering at [Organization Name] would not only allow me to give back, but also help me grow personally and professionally.

I am available to start [mention your availability], and I look forward to the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I hope to bring my passion for [relevant cause] to [Organization Name].

Warm regards,  
[Your Name]