

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 role at [Organization Name] as advertised [where you found the listing, e.g., on your website, social media, etc.]. I am eager to contribute my skills and passion for [specific cause or field related to the organization] to support your mission of [mention mission or goals of the organization]. I have [briefly describe your relevant experience or skills], which I believe align well with the requirements of this position. Additionally, my [mention any relevant personal qualities or values] make me an enthusiastic candidate for this role.

I am particularly drawn to [mention any specific programs or initiatives by the organization], and I believe that my involvement could help enhance these efforts. I am available to volunteer [mention your availability], and I am excited about the opportunity to work alongside your dedicated team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Organization Name]. Please find my resume attached for your review.

Sincerely,

[Your Name]
[Attachment: Resume]