

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 community service position at [Organization Name] as advertised [where you found the position]. I am deeply committed to [briefly mention a cause or value related to the organization] and believe that my skills and experiences align well with the goals of your organization.

In my previous experience volunteering at [previous organization or event], I [describe relevant experience and skills]. This opportunity not only enhanced my ability to [specific skills], but also solidified my commitment to [mention specific community/service-related values].

I am excited about the possibility of contributing to [Organization Name] and working with a dedicated team to make a positive impact in our community. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]