

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in a volunteer position with [Charity Organization Name]. I am passionate about [specific cause or mission] and would love the opportunity to contribute my time and skills to your team.

I have experience in [relevant experience or skills], which I believe would be beneficial to your organization. I am particularly drawn to [specific project or aspect of the charity], and I am eager to assist in any way possible.

I am available [mention your availability] and am more than willing to work flexible hours to support your efforts.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Charity Organization Name].

Warm regards,

[Your Name]