

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in volunteering with [Organization's Name]. I am passionate about [cause/mission related to the organization] and believe that my skills and experiences align well with the goals of your organization.

I have a background in [your relevant experience or field], which has equipped me with [specific skills or knowledge]. During my time with [previous volunteer experience or job], I [describe a relevant achievement or responsibility]. This experience taught me [what you learned that is applicable to this new role].

I am particularly drawn to [specific program or initiative of the organization], as I believe it is crucial to [reason why this program is important to you]. I would love the opportunity to contribute my time and skills to help advance this initiative.

I am available [days and times you are available] and am eager to support [Organization's Name] in any way I can. Thank you for considering my application. I look forward to the possibility of working together to make a positive impact in our community.

Sincerely,  
[Your Name]