

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 the volunteer position at [Organization's Name] as advertised [where you found the posting]. I am passionate about [mention relevant cause or mission of the organization] and believe that my skills and experiences make me a great fit for your team.

I have [number] years of experience in [relevant experience or field], where I [describe relevant tasks or achievements]. Through this experience, I have developed strong [mention specific skills] that I believe will be beneficial in supporting your organization's goals.

I am particularly drawn to [specific aspect of the organization or its programs], and I am eager to contribute my time and energy to help make a positive impact. I am committed to [express commitment to the organization's mission or goals], and I am excited about the possibility of working alongside like-minded individuals.

Thank you for considering my application. I would be grateful for the opportunity to discuss how I can contribute to [Organization's Name]. I look forward to hearing from you soon.

Sincerely,  
[Your Name]