

[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 [briefly explain your motivation related to the organization's mission], and I believe I can contribute positively to your team.

I have [mention any relevant experience, skills, or education that pertain to the volunteering role]. I am particularly interested in [specific volunteer role or project] and am eager to assist in [describe how you can help or what you hope to achieve through volunteering].

I am available [mention your availability] and am excited about the possibility of working with your team to support [mention the organization's goals or mission].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Organization's Name].

Sincerely,
[Your Name]