

[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 position]. I am passionate about [cause/mission of the organization] and would love the opportunity to contribute my skills and time to your team.

I have previous experience in [relevant experience or skills], which I believe would be beneficial for your organization. I am particularly drawn to [specific aspect of the organization or program], and I am eager to support your efforts in [specific activities or goals].

I am available [mention your availability], and I would be thrilled to discuss how I can best contribute to [Organization's Name]. Thank you for considering my application. I look forward to the possibility of working together.

Warm regards,
[Your Name]