

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

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

Dear [Recipient Name],

I am writing to express my interest in volunteering for [specific position or program] at [Organization Name]. With a passion for [relevant cause or field] and a commitment to making a positive impact, I believe I would be a valuable addition to your team.

I have [briefly describe your relevant experience, skills, or education related to the volunteering position]. I am particularly drawn to [mention any specific mission or project of the organization that resonates with you].

I am available to volunteer [mention your availability, e.g., days of the week, hours]. I am eager to contribute my skills and enthusiasm to support the incredible work you are doing at [Organization Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]