

[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 intent to volunteer with [Organization's Name]. I am passionate about [briefly explain your interest related to the organization's mission or programs] and would be honored to contribute my time and skills to support your efforts.

I bring [mention any relevant experience, skills, or qualifications], which I believe would be beneficial for your organization. I am particularly interested in [specific programs or areas of interest], and I am eager to collaborate with your team and other volunteers.

I am available [mention your availability], and I hope to discuss how I can best support [Organization's Name] in achieving its goals. I look forward to the opportunity to work together and make a positive impact. Thank you for considering my application. I am excited about the possibility of volunteering and contributing to [Organization's Name]. Please feel free to contact me at your convenience.

Sincerely,
[Your Name]