

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

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

Dear [Recipient's Name],

1. **\*\*Introduction\*\***

- State your interest in volunteering
- Mention how you heard about the program

2. **\*\*Motivation\*\***

- Explain why you are passionate about the organization's mission
- Share any personal connection to the cause

3. **\*\*Skills and Experience\*\***

- Highlight relevant skills or experiences that would benefit the organization
- Mention any previous volunteer work or related activities

4. **\*\*Availability\*\***

- Indicate your availability (days/hours)
- Express willingness to attend training or orientation sessions

5. **\*\*Closing\*\***

- Thank the reader for considering your application
- Express enthusiasm for the opportunity to contribute
- Include a request for a follow-up or an interview

Sincerely,

[Your Name]