

[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 volunteering with [Organization's Name]. I have a strong passion for [specific cause or mission related to the organization], and I believe that my skills in [mention relevant skills or experiences] would be an asset to your team.

I have previously volunteered at [mention any relevant organizations or experiences], where I [describe your responsibilities or contributions]. This experience allowed me to develop [mention any skills or insights gained], which I believe would be beneficial for the work at

[Organization's Name].

I am particularly drawn to [mention specific projects, initiatives, or values of the organization], and I am eager to contribute my time and effort to support your mission. I am available [mention your availability], and I would be happy to discuss how I can assist with your ongoing projects or initiatives.

Thank you for considering my application. I look forward to the opportunity to contribute to [Organization's Name] and to discuss how my background, skills, and enthusiasms align with the needs of your organization.

Sincerely,
[Your Name]