

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 am passionate about [briefly state your passion relevant to the organization's mission] and believe that my skills in [mention relevant skills or experiences] would be a valuable addition to your team.

I have previously volunteered at [mention any relevant experience or organizations], where I [describe what you did and the impact you had]. This experience has provided me with [mention skills or insights gained]. I am excited about the opportunity to contribute to [specific project or area of need within the organization], and I am flexible with my availability to fit your scheduling needs.

Thank you for considering my application. I look forward to the possibility of working together to support [Organization's Name] and its mission. Please feel free to contact me at [your phone number] or [your email] to discuss this opportunity further.

Sincerely,
[Your Name]