

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 the volunteer opportunity at [Organization's Name] as advertised [mention where you found the opportunity, if applicable]. With a passion for [relevant cause or mission], I believe my skills and dedication would be a valuable addition to your team.

I have [briefly describe your background, skills, or experiences related to the volunteer position]. [Share a relevant example or experience that showcases your commitment to the cause].

I am particularly drawn to [specific program or activity within the organization], and I would love the opportunity to contribute by [describe how you plan to contribute].

Thank you for considering my application. I am eager to discuss how I can support [Organization's Name] and its mission. I look forward to hearing from you soon.

Sincerely,
[Your Name]