

[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 the volunteer position available at [Organization's Name]. I am eager to contribute my skills and time to support your mission of [briefly describe the organization's mission]. I have a strong background in [describe relevant experience or skills], which I believe would be beneficial in this role. [Mention any specific experiences that relate to the volunteer position]. My passion for [related interest or cause] drives my desire to be a part of your team and make a positive impact in the community.

I am impressed by [mention any specific initiatives or programs by the organization] and would be excited to assist with [how you can help]. I am committed to dedicating [number of hours or days you can volunteer] per week and am flexible with my schedule.

Thank you for considering my application. I look forward to the opportunity to contribute to [Organization's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss how I can be of service.

Warm regards,  
[Your Name]