

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

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

Dear [Recipient's Name],

I am writing to express my interest in the cultural exchange volunteer position with [Organization Name]. I am passionate about facilitating cross-cultural understanding and believe that my background in [relevant field or experience] will allow me to contribute effectively to your program.

Having participated in various cultural exchange initiatives, I have developed skills in [specific skills or experiences relevant to the position]. I am eager to share my knowledge of [your culture or specific aspects of your background] while learning from others.

I am particularly drawn to [specific aspect of the organization's mission or programs] and would love to be part of a team that promotes cultural awareness and connection. Enclosed is my resume for your consideration, and I look forward to the opportunity to discuss how I can contribute to your valuable work.

Thank you for considering my application. I am excited about the possibility of joining [Organization Name] and making a positive impact through cultural exchange.

Sincerely,  
[Your Name]