

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the medical volunteer position at [Organization Name] as advertised [where you found the listing]. With a background in [your background, e.g., nursing, public health, etc.] and a dedicated passion for assisting those in need, I believe I would be an asset to your team.

I have gained valuable experience through [mention any relevant experiences, such as internships, previous volunteer work, or educational background]. During my time at [organization, hospital, etc.], I [describe your responsibilities and achievements]. This experience has equipped me with the necessary skills to contribute effectively to your organization.

I am particularly drawn to [mention any specific programs or initiatives of the organization] and am eager to be part of a team that [describe the organization's mission or impact]. I am committed to providing compassionate care and support to patients, and I am eager to collaborate with fellow volunteers and healthcare professionals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the important work at [Organization Name]. Please find my resume attached for your review. I am available at your convenience for an interview.

Warm regards,

[Your Name]

[Attachment: Resume]