

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 online volunteer role at [Organization Name]. I am passionate about [specific cause or field related to the organization] and believe that my skills in [relevant skills or experience] would be a valuable addition to your team.

I have a background in [briefly explain your relevant experience or education], and I have previously volunteered with [mention any relevant past volunteer experience]. My commitment to [specific cause or values] drives me to contribute my time and skills to support the important work your organization does.

I am particularly drawn to [mention any specific project or initiative of the organization] and would love the opportunity to assist in [mention specific tasks you are interested in]. I am comfortable working remotely and can dedicate [mention your availability, e.g., hours per week] to this role.

Thank you for considering my application. I look forward to the possibility of contributing to [Organization Name] and supporting your mission. Please feel free to contact me at [your phone number] or [your email address] to discuss this opportunity further.

Sincerely,
[Your Name]