

[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 volunteering with [Organization's Name]. I believe that my skills and passion for [specific cause or area] would make a valuable contribution to your team.

I have a background in [relevant experience or skills] and I am eager to help with [specific tasks or projects]. I am available to volunteer on [specific days/times], and I am open to any training or orientation that may be required.

Thank you for considering my application. I look forward to the opportunity to contribute to your organization and support the community.

Sincerely,  
[Your Name]