

[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 am passionate about [specific cause or mission of the organization] and believe that my skills and experiences can contribute positively to your team.

I have [briefly describe your relevant experience or skills] and am eager to bring my [mention any specific skills or attributes] to support your organization's efforts. I am particularly drawn to [mention any specific programs or initiatives of the organization] and would love the opportunity to get involved.

I am available to volunteer [mention your availability], and I am open to assisting in any capacity that may be needed. Please find my resume attached for your consideration.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Organization's Name].

Sincerely,
[Your Name]