

[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 volunteering with [Organization Name]. I am passionate about [briefly mention the cause/mission of the organization] and would love the opportunity to contribute my skills and time to support your team.

I have experience in [mention relevant experience or skills], which I believe will be beneficial to [Organization Name]. I am particularly drawn to [specific project or area of interest within the organization], and I am eager to assist in any way I can.

I am available [mention your availability], and I am flexible with the hours to ensure I can make a significant impact. I am excited about the possibility of working together to support [specific goals or programs of the organization].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your important work.

Sincerely,
[Your Name]