

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 volunteer opportunities at [Organization Name]. I am passionate about [briefly state your interests related to the organization's mission], and I believe my skills and experiences can contribute positively to your team.

I have experience in [relevant experience, skills, or qualifications], which I believe will be valuable in supporting your work. I am particularly drawn to [specific projects or aspects of the organization], and I am eager to lend my time and talents to make a difference.

I am available [mention your availability], and I am flexible regarding the time commitment. I would love the opportunity to discuss how I can best assist your organization and support its goals.

Thank you for considering my application. I look forward to the possibility of contributing to [Organization Name].

Sincerely,  
[Your Name]