

[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 particularly drawn to [specific programs or missions of the organization] and would like to contribute my skills in [your skills relevant to the organization] to help further your goals.

I have experience in [briefly describe your relevant experience], which I believe would be beneficial to your team. I am committed to dedicating [number of hours or days per week] to assist with [specific tasks or projects you are interested in].

I would appreciate the opportunity to discuss how I can support [Organization's Name]. Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]