

[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 a volunteering position at [Organization's Name]. I am passionate about [mention relevant cause or interest], and I believe my skills in [relevant skills or experience] can positively contribute to your team.

Having [briefly describe your experience or background related to the volunteering opportunity], I am eager to assist with [specific tasks or projects you would like to work on]. I admire the work that [Organization's Name] does, particularly [mention any specific initiatives or achievements], and I am excited about the possibility of being a part of such meaningful efforts.

I am available [mention your availability], and I would appreciate the opportunity to discuss how I can contribute to your organization. Thank you for considering my application. I look forward to your response.

Sincerely,  
[Your Name]