

[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 the volunteer role of [specific position title] at [Organization's Name], as advertised [where you found the position]. With my passion for [related field or cause] and my experience in [relevant experience or skills], I believe I would be a valuable addition to your team.

I have previously volunteered at [mention any relevant organization or experience], where I [describe specific tasks or responsibilities]. This experience helped me develop skills in [mention relevant skills] that I believe will be beneficial to your organization.

I am particularly drawn to [Organization's Name] because [mention specific reasons related to the organization's mission or values]. I am eager to contribute my skills, time, and enthusiasm to support [specific goals or projects of the organization].

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

Sincerely,  
[Your Name]