

[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 passionate about [briefly explain your interests related to the organization's mission], and I believe my skills and experiences would make a valuable contribution to your team.

I have [mention any relevant experience, skills, or education], which have equipped me with the ability to [describe how your background can help the organization]. I am particularly drawn to [specific programs or initiatives of the organization], and I am eager to lend my support in any way I can.

I am available [mention your availability], and I would love the opportunity to discuss how I can contribute to [Organization's Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]