

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 volunteering with [Organization Name]. I am passionate about [specific cause or mission of the organization] and believe that my skills and experiences would contribute positively to your team.

I have [briefly describe your relevant experience or skills], and I am eager to apply them in a volunteer capacity. I am particularly drawn to [specific program or aspect of the organization], and I admire the work you are doing to [impact of the organization's work].

I am available to volunteer on [days/times you are available], and I am open to any tasks or responsibilities that would be helpful. I would love the opportunity to discuss how I can support [Organization Name] further. Thank you for considering my application. I look forward to the possibility of contributing to your meaningful work.

Sincerely,
[Your Name]