

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

1. ****Introduction****

- Express your interest in the volunteer opportunity.
- Mention how you learned about the position.

2. ****Background****

- Briefly share your experience or skills relevant to the role.
- Highlight any previous volunteer work or community involvement.

3. ****Motivation****

- Explain why you are passionate about the organization's mission.
- Discuss what you hope to contribute and gain from the experience.

4. ****Availability****

- State your availability for volunteering.
- Mention any specific times or days you can commit.

5. ****Closing****

- Thank them for considering your application.
- Express your eagerness to discuss further opportunities.

Sincerely,

[Your Name]