

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[UHS (University Health Services)]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the volunteer opportunity at UHS. I am passionate about [specific reason related to health services or volunteering], and I believe that my skills and enthusiasm would be an asset to your team.

I am currently [your current status--e.g., a student at XYZ University, a recent graduate, etc.], studying [your field of study or area of interest]. My background includes [briefly mention any relevant experience, skills, or certifications]. I am particularly drawn to [specific area of UHS work that interests you], and I am excited about the opportunity to contribute to such an important cause.

I am committed to [mention any relevant personal qualities or experiences that make you a good fit for the role]. I am available [mention your availability] and am eager to participate in training and orientation sessions as required.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the UHS community as a volunteer.

Sincerely,
[Your Name]