

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

[Recipient's Name]
[Nursery Name]
[Nursery Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to express my interest in volunteering at [Nursery Name]. I am passionate about [briefly mention your interest in early childhood education or related experience] and believe that my skills can contribute to the nurturing and development of the children at your nursery.

I am available to volunteer [include your availability, e.g., specific days/times], and I am eager to assist with activities, support staff, and provide a positive environment for the children.

I would love the opportunity to discuss how I can contribute to your team. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my request. I look forward to the possibility of working together.

Sincerely,
[Your Name]