

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Date]

[Volunteer Coordinator Name]
Volunteer Services Department
[Hospital Name]
[Hospital Address]

RE: Volunteer Application Referral - [Your Name]

Dear [Mr./Ms. Last Name],

I am writing to express my interest in joining the volunteer team at [Hospital Name]. I was specifically referred to this program by [Referrer Name], who currently serves as a [Referrer's Position/Department] at your facility and spoke highly of the impact your volunteers make on patient care.

With a background in [Relevant Skill or Education], I am eager to contribute to [Specific Department or General Help]. I am particularly drawn to [Hospital Name] because of its reputation for [Specific Hospital Value or Mission]. I believe my ability to [Key Skill, e.g., remain calm under pressure / communicate with diverse groups] would be an asset to your team and the patients you serve.

I have attached my application and relevant documentation for your review. I am available for an interview at your earliest convenience and can be reached via the contact information provided above.

Thank you for your time and for considering my application to support the [Hospital Name] community.

Sincerely,

[Signature]

[Your Printed Name]