

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

[Date]

[Coordinator Name]
Volunteer Coordinator
[Museum Name]
[Museum Address]

Dear [Coordinator Name],

I am writing to express my enthusiastic interest in volunteering with [Museum Name], as suggested to me by [Name of Referring Person], who currently serves as a [Referrer's Role/Position] at your institution. They spoke highly of the museum's commitment to [mention a specific museum mission or exhibit], and I am eager to contribute to your team.

With a background in [Your Background/Education/Experience], I have developed a deep appreciation for [specific area of interest, e.g., art history, local heritage, or science education]. I am particularly drawn to the [Specific Department or Program] at [Museum Name] because [Reason for interest].

In my previous experience as [Previous Role], I honed skills in [Skill 1], [Skill 2], and [Skill 3]. I am confident that my ability to [Specific Task, e.g., engage with the public or assist in archival research] would be an asset to your volunteer program and help enhance the visitor experience.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills align with the current needs of [Museum Name]. Thank you for your time and for considering my application.

Sincerely,

[Your Signature]

[Your Printed Name]