

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

*[Date]*

*[Recipient Name or Hiring Manager]*  
*[Organization Name]*  
*[Organization Address]*

Dear *[Recipient Name or "Volunteer Coordinator"]*,

I am writing to express my enthusiastic interest in the *[Volunteer Position Title]* at *[Organization Name]*. As a student at *[High School Name]*, I have long admired your organization's work in *[Area of Organization's Focus]* and would welcome the opportunity to contribute to your mission.

Currently, I am in my *[Grade Level]* year and maintain a *[GPA, if applicable]*. Through my coursework and extracurricular activities, I have developed strong skills in *[Skill 1]*, *[Skill 2]*, and *[Skill 3]*. My experience with *[Relevant School Club, Sport, or Project]* has taught me the importance of teamwork, reliability, and effective communication.

I am particularly drawn to *[Organization Name]* because *[Reason for interest in this specific cause]*. I am eager to apply my energy and dedication to help support your upcoming goals, specifically regarding *[Specific Program or Task mentioned in description]*.

I have attached my resume for your review and am available for an interview at your earliest convenience. I am generally available during *[Days/Times of Availability]*. Thank you for your time and for considering my application.

Sincerely,

*[Your Signature/Printed Name]*