

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]

[Volunteer Coordinator Name, if known]

[Community Health Hospital Name]

[Department Name]

[Hospital Address]

Re: Volunteer Application - [Target Unit/Department]

Dear [Mr./Ms. Last Name or Volunteer Coordinator],

I am writing to express my strong interest in volunteering at [Community Health Hospital]. As a resident of [Local Community Name], I have long admired the hospital's commitment to providing compassionate care and I am eager to contribute to your team.

Currently, I am [mention current status, e.g., a student at XYZ University / a professional in the XYZ field]. I am particularly interested in the [Specific Department, e.g., Patient Reception, Pediatrics, or Elder Care] area because [briefly state motivation].

My background includes [mention 1-2 relevant skills, e.g., bilingual communication, administrative experience, or previous community service]. I am reliable, empathetic, and comfortable working in a fast-paced clinical environment while adhering to all HIPAA and safety protocols.

I am available to commit to [Number] hours per week, specifically on [Days of the week/Times]. I look forward to the possibility of discussing how I can support your staff and patients.

Sincerely,

[Your Signature]

[Your Printed Name]