

*[Your Full Name]*

*[Your Address]*

*[Your Phone Number]*

*[Your Email Address]*

**[Date]**

*[Volunteer Coordinator Name, if known]*

*[Title]*

*[Hospital Name]*

*[Hospital Address]*

Dear *[Name or Volunteer Services Team]*,

I am writing to express my strong interest in volunteering within the Emergency Department at *[Hospital Name]*. As a *[Student/Professional/Community Member]* with a passion for patient care and service, I am eager to contribute to the high-paced, vital environment of your medical facility.

My background includes *[mention 1-2 relevant experiences, such as customer service, biology coursework, or previous volunteer roles]*. These experiences have helped me develop the ability to remain calm under pressure, communicate effectively with diverse groups of people, and follow strict safety protocols. I am particularly drawn to *[Hospital Name]* because of its reputation for *[mention a specific hospital value or program]*.

In an Emergency Department setting, I understand the importance of providing non-clinical support to both the medical staff and patients' families. I am prepared to assist with *[mention tasks like restocking supplies, guiding visitors, or comfort rounding]* while maintaining the highest standards of HIPAA compliance and patient confidentiality.

I am available to volunteer for *[Number]* hours per week, specifically on *[Days/Times of availability]*. I look forward to the possibility of discussing how I can support the Emergency Department team. Thank you for your time and consideration.

Sincerely,

*[Your Signature]*

*[Your Printed Name]*