

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

[Volunteer Coordinator Name]  
[Hospital Name]  
[Department of Geriatric Medicine/Volunteer Services]  
[Hospital Address]

Dear [Name of Coordinator],

I am writing to express my strong interest in volunteering at [Hospital Name] within the Geriatric Care department. With a deep respect for the elderly and a desire to contribute to their well-being, I am eager to assist your clinical staff and provide companionship to your patients.

As a volunteer, I am prepared to:

- Assist patients with non-medical needs and bedside companionship.
- Support administrative tasks to ensure smooth departmental operations.
- Facilitate social activities or reading sessions for long-term residents.
- Provide a compassionate and patient presence for those in specialized dementia or mobility units.

My background in [Relevant Experience, e.g., First Aid Training / Previous Volunteering / Personal Caregiving] has prepared me for the unique environment of a geriatric ward. I am particularly drawn to [Hospital Name] because of your reputation for [Specific Hospital Value, e.g., dignity-first care or innovative rehabilitation].

I am available to commit to [Number] hours per week on [Days of the Week]. I have enclosed my resume for your review and am available for an interview at your earliest convenience.

Sincerely,

[Your Signature]  
[Your Printed Name]