

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Volunteer Coordinator Name, if known]  
[Hospital Name]  
[Department Name]  
[Hospital Address]

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

I am writing to express my strong interest in volunteering at [Hospital Name] for the [Summer/Fall/Spring] term. As a current student at [High School Name] with a keen interest in [healthcare/community service/helping others], I am eager to contribute to the high standard of care and support your facility provides to patients and their families.

My academic background and extracurricular involvement have helped me develop strong communication and organizational skills. Currently, I maintain a [GPA] and am involved in [Club/Sport/Activity], which has taught me the importance of teamwork and reliability. I am particularly drawn to [Hospital Name] because of your reputation for [mention a specific hospital value or program].

I am a compassionate and hardworking individual who is comfortable working in a fast-paced environment. I am eager to assist with tasks such as [mention 1-2 tasks like: greeting visitors, assisting staff with administrative duties, or supporting patient comfort] while strictly adhering to all hospital protocols and confidentiality requirements.

I have attached my resume and completed the necessary volunteer application forms. I am available to volunteer on [Days of the week] between [Start Time] and [End Time]. Thank you for your time and for considering my application to join your volunteer team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]