

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

[Volunteer Coordinator Name]  
[Hospital Name]  
[Department of Volunteer Services]  
[Hospital Address]

Dear [Coordinator Name or "Volunteer Services Committee"],

I am writing to express my strong interest in the Information Desk Volunteer position at [Hospital Name]. Having a passion for helping others and a keen interest in supporting the healthcare environment, I am eager to contribute to the positive experience of your patients and visitors.

As the first point of contact for many individuals entering the hospital, I understand that the Information Desk requires a balance of empathy, efficiency, and clear communication. My background in [mention brief area of experience, e.g., customer service, student leadership, or previous volunteering] has prepared me to handle diverse inquiries while maintaining a professional and welcoming demeanor.

I am particularly drawn to [Hospital Name] because of its reputation for [mention a specific hospital value, e.g., patient-centered care or community involvement]. I am confident that my ability to [mention a skill, e.g., navigate complex directions or provide bilingual assistance] will allow me to serve your visitors effectively.

I have a flexible schedule and am available to commit to [number] hours per week, specifically on [days of the week]. I am prepared to undergo all necessary background checks and health screenings required by the facility.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can support the Information Desk team.

Sincerely,

[Your Signature/Printed Name]