

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

[Date]

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

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my sincere interest in the Patient Services Volunteer position at [Hospital Name], as advertised on [where you saw the posting]. With a strong desire to support healthcare professionals and provide comfort to patients and their families, I am eager to contribute to the high standard of care provided by your facility.

My interest in hospital volunteering stems from [briefly mention motivation, e.g., a desire to pursue a medical career, a personal experience, or a commitment to community service]. I possess strong communication skills and a compassionate demeanor, which allow me to interact effectively with diverse populations during vulnerable times. I am comfortable assisting with [mention specific tasks, e.g., discharging patients, delivering flowers/mail, providing companionship, or navigating visitors].

I am particularly drawn to [Hospital Name] because of its reputation for [mention a specific hospital value or department]. I am a reliable, empathetic individual who understands the importance of patient confidentiality and adherence to hospital protocols. I am available to volunteer [Number] hours per week on [Days/Times] and am prepared to complete all required health screenings and orientations.

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

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]