Letter of Intent

Date: [Insert Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I am writing to express my intent to apply for a permanent volunteer role with [Organization's Name]. Having been involved with your team for [duration of prior volunteering experience] and witnessing the impactful work being done, I am eager to contribute my skills and time on a more permanent basis.

Throughout my time as a volunteer, I have developed a strong understanding of [specific responsibilities or projects you have been part of], and I believe that my background in [your relevant experience or skills] will contribute positively to your mission.

I am particularly drawn to [specific initiatives or values of the organization], and I am excited about the possibility of working more closely with your team to foster [desired outcomes or goals].

Thank you for considering my application. I am looking forward to the opportunity to further discuss how I can contribute to [Organization's Name] on a permanent basis.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]