

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely thank you for offering me the volunteer position with [Organization Name]. I truly appreciate the trust and confidence you have placed in me, and I am honored to have the opportunity to contribute to your meaningful work.

Your mission to [briefly mention the organization's mission or values, e.g., "support local families in need"] deeply resonates with me. I am excited to become part of your dedicated team and am eager to offer my time, skills, and enthusiasm to help further [Organization Name]'s goals.

Thank you again for this wonderful opportunity. I look forward to learning, growing, and making a positive impact alongside everyone at [Organization Name].

Please let me know if there are any next steps I should take before beginning my volunteer role. I am excited to get started!

Sincerely,  
[Your Name]