

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

[Volunteer Coordinator's Name]
[Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Volunteer Coordinator's Name],

I am writing to formally accept the volunteer role of **[Position/Role]** with **[Organization's Name]**. Thank you for offering me this opportunity to contribute to your important work and to be a part of your dedicated team. I am excited about supporting your mission and making a positive impact in our community.

Regarding my availability, I am able to volunteer on the following days and times:

- **[Day, e.g., Monday]:** [Start Time] – [End Time]
- **[Day, e.g., Wednesday]:** [Start Time] – [End Time]
- **[Day, e.g., Saturday]:** [Start Time] – [End Time]

If there are any upcoming trainings, orientations, or meetings, please let me know so that I can ensure my attendance.

Thank you again for this opportunity. I look forward to working with you and the rest of the team, and I am eager to contribute to the ongoing success of **[Organization's Name]**.

Sincerely,
[Your Name]