

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

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

Dear [Recipient's Name],

I am writing to formally accept the volunteer position of [Volunteer Position Title] with [Organization Name]. I am excited for the opportunity to contribute to your organization and to support your important work.

As discussed, I would like to confirm my availability for volunteering as follows:

- **Start Date:** [Start Date]
- **End Date (if applicable):** [End Date]
- **Days Available:** [List of Days, e.g., Mondays, Wednesdays, Fridays]
- **Times Available:** [Start Time] to [End Time] each day

If there are any additional forms, requirements, or orientation sessions that I need to complete prior to my start date, please let me know. I am looking forward to collaborating with your team and making a positive impact.

Thank you for this opportunity. Please do not hesitate to contact me if you require any further information or clarification regarding my schedule or participation.

Sincerely,

[Your Name]