

Subject: Acceptance of Volunteer Position & Availability Confirmation

Dear [Volunteer Coordinator's Name],

I am writing to formally accept the volunteer position at [Organization Name]. Thank you very much for offering me the opportunity to contribute to your mission. I am grateful to be part of your team and eager to support your efforts.

I would like to inform you that, due to other commitments, my availability during weekdays is limited. I am, however, fully dedicated to making the most of the time I can offer and to ensuring my participation is valuable and consistent.

My current availability for volunteering is as follows:

[List specific days and times, e.g., Mondays and Wednesdays from 2:00 PM to 5:00 PM]

If there is any flexibility or if weekend opportunities arise, please let me know-I am happy to consider additional hours when possible. I want to ensure transparent communication regarding my schedule, so we can plan effectively for upcoming activities and responsibilities.

Thank you once again for this opportunity. Please let me know the next steps or any paperwork I need to complete prior to my first shift. I look forward to working with the team and contributing to [Organization Name]'s success.

Sincerely,

[Your Name]

[Your Contact Information]