

Subject: Acceptance of Volunteer Position and Confirmation of Part-Time Availability

Dear [Recipient's Name],

I am writing to formally accept the offered volunteer position with [Organization Name]. I am truly honored for this opportunity and look forward to contributing positively to your mission and team.

I am able to commit to the role on a part-time basis, and am available to volunteer on [specify days/times, e.g., "Monday, Wednesday, and Friday afternoons"]. Please let me know if these days align with the organization's needs; I am happy to further discuss and coordinate the schedule to best support your activities.

I am enthusiastic about supporting [Organization Name] and will bring both dedication and professionalism to my role as a volunteer. While balancing my other responsibilities, I am committed to working collaboratively and making a meaningful impact within the agreed-upon hours.

Thank you again for this opportunity. Please feel free to share any next steps or additional information I should be aware of before getting started.

Sincerely,  
[Your Name]  
[Your Contact Information]