

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

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

Dear [Volunteer Coordinator's Name],

I am writing to formally accept the volunteer position with **[Organization Name]**. I am eager to contribute to your mission and support your team by offering my time, skills, and energy.

To ensure effective scheduling and planning, I would like to specify my evening availability for volunteer work. I am available on the following evenings:

- **Mondays:** 5:00 PM – 9:00 PM
- **Wednesdays:** 5:00 PM – 9:00 PM
- **Fridays:** 6:00 PM – 10:00 PM
- **Saturdays:** 6:00 PM – 10:00 PM (if needed)

If additional evening shifts arise or there is a need for flexibility, please let me know, and I will do my best to accommodate.

Thank you for this opportunity. I look forward to supporting your team and making a positive impact in the community. Please let me know of any next steps or required orientation prior to my start date.

Sincerely,
[Your Name]