

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

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

Dear [Recipient Name],

I am writing to formally accept the volunteer position with a flexible schedule that you have offered to me at [Organization Name]. I am truly grateful for the opportunity to contribute to your valuable work, and I appreciate the organization's recognition of the importance of flexibility for its volunteers.

I understand how crucial it is to balance volunteering responsibilities with personal commitments, and I am dedicated to managing my tasks efficiently within the flexible scheduling structure you provide. Please rest assured of my commitment to fulfilling all assigned duties to the best of my ability.

I look forward to joining your team and supporting the mission of [Organization Name]. I am enthusiastic about both making a meaningful contribution and collaborating with others while keeping a healthy work-life balance, as your flexible scheduling enables.

Thank you again for this wonderful opportunity. Please let me know the next steps, as well as any orientation or training sessions I should plan to attend.

Sincerely,  
[Your Name]