

Volunteer Opportunity Confirmation Letter

Date: [Insert Date]

Dear [Volunteer Name],

We are pleased to confirm your role as a volunteer for [Organization/Project Name]. Your assistance will greatly contribute to our mission, and we appreciate your willingness to support us.

Volunteer Role: [Volunteer Role Title]

Start Date: [Start Date]

End Date: [End Date]

Location: [Location of the Volunteer Work]

During your time with us, you will be responsible for the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

If you have any questions or need further information, please feel free to contact us at [Contact Information].

Thank you for your commitment. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]