

# Volunteer Insurance Enrollment Instructions

Dear [Volunteer Name],

Thank you for your commitment to volunteering with [Organization Name]. To ensure your safety and protection during your volunteer activities, we require all volunteers to complete the insurance enrollment process.

## Steps to Enroll in Volunteer Insurance:

1. Visit our insurance enrollment portal at [insert URL].
2. Create an account or log in using your existing credentials.
3. Complete the insurance enrollment form with the required information.
4. Review the terms and conditions of the insurance policy.
5. Submit your enrollment for processing.

If you encounter any issues during the enrollment process, please contact our volunteer coordinator at [contact email] or [contact phone number].

Thank you for your dedication and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]