

# Volunteer Availability Confirmation

Dear [Volunteer Name],

Thank you for your willingness to volunteer with [Charity Organization Name]. We are excited to confirm your availability for the upcoming volunteer opportunities.

Your confirmed availability is as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Address or Venue]

Please let us know if your availability changes or if you have any questions.

Thank you for your commitment to making a difference!

Sincerely,

[Your Name]

[Your Position]

[Charity Organization Name]

[Contact Information]