

Volunteer Availability Confirmation

Dear [Volunteer Name],

Thank you for your interest in volunteering with [Organization/Community Service Name]. We are pleased to confirm your availability for the upcoming community service event.

Event Details:

Date: [Event Date]

Time: [Start Time] to [End Time]

Location: [Event Location]

We appreciate your commitment to making a difference in our community. Please let us know if you have any questions or if there are any changes to your availability.

Thank you once again for your support!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]