

Volunteer Availability Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for reaching out regarding the upcoming [Event Name] scheduled for [Event Date]. I am writing to confirm my availability to volunteer for this event.

I am available to assist on [insert specific days and times]. Please let me know if those times work for the team and if there are specific tasks you would like me to focus on.

I am looking forward to contributing to this event and supporting the team.

Thank you!

Sincerely,
[Your Name]
[Your Contact Information]