

Volunteer Activity Approval

Date: [Insert Date]

To: [Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We are pleased to inform you that your application for volunteering in the [Name of Activity] on [Date of Activity] has been approved. Your dedication to community service is commendable, and we appreciate your willingness to contribute to [Community/Organization Name].

The details of the activity are as follows:

- **Activity:** [Description of Activity]
- **Date:** [Date]
- **Time:** [Starting Time] to [Ending Time]
- **Location:** [Activity Location]

We look forward to your participation and the positive impact you will make. Please feel free to reach out if you have any questions or need further information.

Thank you for your commitment to serving our community!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]