

Volunteer Position Requirements

Dear [Volunteer Name],

Thank you for your interest in volunteering with [Organization Name]. We appreciate your willingness to contribute your time and skills to our cause. Below are the requirements for the volunteer position:

Position Title: [Position Name]

Requirements:

- Minimum [Number] hours of availability per week.
- Must be [Age Requirement] years or older.
- Ability to work in a team-oriented environment.
- Strong communication skills, both written and verbal.
- Previous experience in [Relevant Field/Area] is preferred but not required.
- Willingness to undergo a background check.
- Participation in orientation and training sessions.

If you meet these requirements and are excited about the opportunity to volunteer with us, please confirm your interest by replying to this letter. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]