

# Volunteer Task Approval

Date: [Insert Date]

Volunteer Name: [Insert Volunteer Name]

Address: [Insert Address]

Email: [Insert Email]

Phone: [Insert Phone Number]

Dear [Volunteer Name],

We are pleased to inform you that your request to volunteer for [Insert Community Service Project Name] has been approved. We appreciate your commitment and enthusiasm to contribute to our community.

Details of the project are as follows:

- Project Start Date: [Insert Start Date]
- Project End Date: [Insert End Date]
- Location: [Insert Project Location]
- Your Assigned Role: [Insert Role]
- Meeting Time: [Insert Meeting Time]

Please ensure to attend the orientation on [Insert Orientation Date]. Feel free to reach out if you have any questions or need further clarification.

Thank you for your willingness to help make a difference in our community!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]