

Appeal for Shifting Volunteer Responsibilities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally appeal for a shift in my current volunteer responsibilities within [Organization Name]. Due to [briefly explain the reason, e.g., personal obligations, health issues, etc.], I find it increasingly challenging to fulfill my current role effectively.

I have greatly enjoyed my time with [Organization Name] and am committed to continuing my involvement. I believe that by transferring to [desired role or responsibilities], I would be able to contribute more effectively and maintain my commitment to the organization.

I am open to discussing this matter further and exploring how my skills can best serve the organization's needs during this time. Thank you for considering my request, and I look forward to your understanding.

Sincerely,

[Your Name]