

Volunteer Role Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current volunteer role within [Organization's Name]. Due to [reason for the adjustment, e.g., personal commitments, skill development], I believe that transitioning to [proposed new role or adjustment] would be beneficial for both myself and the organization.

My experiences in [mention relevant experiences or skills] have prepared me to take on this modified role effectively. I am committed to continuing to contribute and support [Organization's Name] in any capacity that aligns with its goals and my abilities.

I would appreciate the opportunity to discuss this adjustment further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Volunteer Role]