

Letter of Intent to Change Volunteer Duties

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my intent to change my volunteer duties within [Organization Name]. After some reflection, I believe that my skills and interests would be better utilized in [describe new duties or positions].

I have greatly enjoyed my time in my current role, and I am grateful for the opportunities I have had to contribute to our mission. However, I feel that by transitioning to [new duties], I can provide even more value to our team and the community we serve.

I would be happy to discuss this change in detail and work on a transition plan that ensures continuity for the organization. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]