

# Request for Volunteer Role Transition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a transition from my current volunteer role of [Current Role] to [Desired Role] within [Organization Name].

Over the past [duration] that I have served as a [Current Role], I have gained valuable experience and skills that I believe will contribute positively to the [Desired Role]. I am particularly excited about [specific reasons related to the desired role].

I would greatly appreciate the opportunity to discuss this request further and explore how I can best continue to contribute to our organization in a new capacity.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]