

Acceptance of Charity Work Opportunity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the opportunity to volunteer with [Organization's Name] as [Position/Role] starting from [Start Date]. I am enthusiastic about contributing to the important work that your organization does and am looking forward to making a positive impact.

Please let me know if there are any specifics I need to prepare before we begin or any orientation details I should be aware of.

Thank you once again for this incredible opportunity. I look forward to working alongside your team.

Sincerely,

[Your Name]