

Volunteer Schedule Assurance Letter

Date: [Insert Date]

To: [Volunteer's Name]

Address: [Volunteer's Address]

Dear [Volunteer's Name],

We are thrilled to have you onboard as a volunteer for [Event/Organization Name]. Your commitment and enthusiasm are invaluable to our mission.

This letter serves as an assurance of your volunteering schedule as discussed. You are expected to volunteer on the following dates:

- [Date 1: Time]
- [Date 2: Time]
- [Date 3: Time]
- [Additional Dates as needed]

Should you encounter any conflicts or need adjustments to this schedule, please do not hesitate to reach out to us at [Contact Information]. We appreciate your dedication and look forward to working with you.

Thank you for your support!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]