

Notification of Volunteer Facilities Access

Date: [Insert Date]

Dear [Volunteer Name],

We are pleased to inform you that you have been granted access to the facilities at [Organization Name]. Your dedication as a volunteer is greatly appreciated, and we want to ensure you have the resources you need to contribute effectively.

Please find the details of your access below:

- Access Start Date: [Insert Date]
- Access Hours: [Insert Hours]
- Access Areas: [Specify Areas]

We kindly ask you to adhere to the facility guidelines and protocols during your time here. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your commitment and support!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]