

Subject: Volunteer Holiday Schedule Adjustment

Dear [Volunteer Name],

Thank you for your continued support and dedication to our organization. We greatly appreciate the time and effort you contribute to our cause.

As we approach the holiday season, we would like to inform you about some adjustments to the volunteer schedule. Due to [reason for adjustment], we will need to modify your original schedule.

New Volunteer Schedule

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [Location]

If this new schedule does not work for you, please let us know as soon as possible so we can make further arrangements. Your flexibility is greatly appreciated during this busy time of year.

Thank you for your understanding and for being an essential part of our team!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]