

Volunteer Holiday Shift Request

Date: [Insert Date]

To: [Supervisor/Coordinator Name]

From: [Your Name]

Subject: Request for Holiday Shift Coverage

Dear [Supervisor/Coordinator Name],

I hope this message finds you well. I am writing to request a shift on [specific holiday] as a volunteer. I am eager to contribute to our efforts during this busy time and would love the opportunity to support our team by taking on additional responsibilities.

If possible, I would like to work on [insert desired dates/times] to assist with [briefly state tasks you're willing to help with]. I am flexible and willing to adjust my schedule as needed to ensure coverage.

Please let me know if this is feasible or if there are other shifts available where I might be needed. Thank you for considering my request.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]