

Approval Letter for Volunteer Appointment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We are pleased to inform you that your application to volunteer for healthcare errands with [Organization Name] has been approved. We greatly appreciate your willingness to support our community in this capacity.

Your role will include assisting with various healthcare errands, including but not limited to picking up prescriptions, delivering medical supplies, and providing transportation to patients as needed. Your commitment is invaluable to us and the individuals we serve.

Please confirm your acceptance of this position and your availability for orientation on [Insert Orientation Date]. We look forward to working together to make a positive impact on our community.

Thank you for your dedication and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]