

Acceptance of Volunteer Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the volunteer role of [Volunteer Role Title] at [Organization Name]. I am excited about the opportunity to contribute to your organization and to support [specific cause or mission].

I understand that my responsibilities will include [briefly outline main responsibilities], and I am committed to fulfilling them to the best of my abilities.

Thank you for this opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]