

Volunteer Shift Plan Alteration

Date: [Insert Date]

Dear [Volunteer's Name],

We hope this message finds you well. We would like to inform you about an alteration to your previously scheduled volunteer shift.

Original Shift:

- Date: [Original Date]
- Time: [Original Time]
- Location: [Original Location]

New Shift:

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

We appreciate your understanding and flexibility regarding this change. If you have any questions or concerns, please feel free to reach out.

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]