

# Volunteer Duty Roster Modification

Date: [Insert Date]

To: [Volunteer Name]

From: [Your Name]

Subject: Modification of Volunteer Duty Roster

Dear [Volunteer Name],

We hope this message finds you well. We would like to inform you about a modification to the volunteer duty roster that affects your scheduled shifts.

**Original Schedule:**

[Original Date and Time]

**New Schedule:**

[New Date and Time]

We appreciate your flexibility and willingness to adjust your schedule. Please confirm your availability for the modified shifts by [insert deadline for response].

Thank you for your continued support and dedication to our cause. We couldn't do this without your invaluable contributions!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]