

Volunteer Shift Schedule Change Notification

Dear [Volunteer Name],

We hope this message finds you well. We would like to inform you about a change in your upcoming volunteer shift schedule.

Original Shift: [Date and Time]

New Shift: [New Date and Time]

We apologize for any inconvenience this may cause and greatly appreciate your flexibility and commitment to our cause. If you are unable to make the new shift, please let us know as soon as possible so we can make alternative arrangements.

Thank you for your understanding and for your valuable contributions to our organization.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]