

Request for Volunteer Time Confirmation

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to request confirmation of my volunteer schedule for the upcoming [Event/Project Name] on [Date(s)].

As discussed previously, I am eager to assist and would like to verify my assigned times and tasks. This will help me to plan accordingly and ensure that I am available and prepared to contribute effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Contact Information]