

# Acceptance Letter for Volunteer Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer to serve as a volunteer with [Organization Name]. I am excited about the opportunity to contribute to [briefly specify project or cause] and to work alongside the dedicated team at your organization.

I understand the responsibilities involved and am committed to fulfilling my duties to the best of my abilities. I look forward to starting on [insert start date] and working together to achieve our goals.

Thank you once again for this opportunity. Please let me know if there are any forms or further information you need from me before I begin.

Sincerely,

[Your Name]