

Volunteer Position Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the volunteer position of [Position Title] with [Organization Name], as discussed during our recent meeting on [Date of Meeting]. I am excited about the opportunity to contribute to your team and support the important work being done in our community.

As we discussed, I am available to start on [Start Date] and will be able to commit to [Number of Hours/Days] per week. I look forward to working with everyone and making a positive impact.

Thank you once again for this opportunity. If there are any forms or further information needed before I start, please let me know.

Sincerely,

[Your Name]