



Nonprofit Organization
123 S Main St.
Pleasantville, IN 00000

Dear {\$Name},

Thank you for your willingness to volunteer your services!. We look forward to you helping us with {\$VolunteerDetails}

Based on our previous discussions, your activities as a volunteer will be {\$Responsibilities}. You will begin {\$StartDate|date_format:"m/d/Y"} and continue for as long as we mutually wish to maintain the relationship. You have indicated that you can spend approximately {\$HoursPerWeek} hours per week on these activities.

Receipt of this letter makes you an official volunteer with our organization! If you have any questions about your volunteer service, please do not hesitate to reach out to us. Again, thank you for your willingness to donate your time, energy and expertise. We really appreciate it!

Sincerely,