**Another Format, *[Email Format]***

To: Receiver mail address, name.qwe@email.com

From: Sender mail address, name.zxc@email.com

***Subject: Volunteer Termination Letter.***

Dear (Sir/name),

This is to inform you that I am moving to the (City/country name) to pursue my higher studies (Show your cause). This makes it not possible for me to volunteer for (organization name) from now onwards. (Explain actual cause and situation). Therefore I request you to please truncate my appointment as a volunteer here, preferably effective from (date). It was nice to work with your organization as it helped me gain a lot more experience. (Cordially describe your greetings and requirements).

Thank you for the opportunity given to me to render my volunteering services for you.

Yours sincerely,

Yours faithfully,

Name and Contact Info