

# Dear Volunteers,

Thank you for your commitment to our upcoming event! We appreciate your willingness to help us make it a success.

## Event Details:

- **Event Name:** Community Clean-Up Day
- **Date:** Saturday, April 15, 2023
- **Time:** 9:00 AM - 2:00 PM
- **Location:** City Park Pavilion

## Volunteer Shifts:

Please see below for your assigned shifts:

- **Shift 1:** 9:00 AM - 12:00 PM
- **Shift 2:** 12:00 PM - 2:00 PM

## Meeting Point:

We will meet at the City Park Pavilion at 8:45 AM for a brief orientation.

## What to Bring:

- Comfortable clothing and shoes
- Water bottle
- Sun protection (hat, sunscreen)

If you have any questions or need to change your availability, please do not hesitate to contact us at [volunteer@example.com](mailto:volunteer@example.com).

Thank you again for your dedication and support!

Sincerely,  
The Volunteer Coordination Team