

Recruitment Request for Pharmaceutical Conference Helpers

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming Pharmaceutical Conference scheduled for [Insert Date] at [Insert Venue], we are reaching out to seek enthusiastic and dedicated volunteers to assist with various tasks related to the event.

Role: Conference Helper

Responsibilities may include:

- Registration desk management
- Assisting with audio-visual equipment
- Guiding attendees to sessions
- Providing general support to speakers and exhibitors

We are looking for individuals who have a passion for the pharmaceutical field and are eager to gain valuable experience in a professional setting. Volunteers will receive a certificate of participation and a letter of recommendation upon successful completion of the event.

If you are interested or have any questions, please respond to this email by [Insert Response Date]. We look forward to your participation!

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]