

Confirmation of Leadership in Community Service

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your appointment as the leader for the upcoming community service project, [Project Name], which will take place on [Date of Project]. Your dedication and commitment to serving our community have been exemplary, and we believe you will guide this initiative to great success.

Your leadership role will involve coordinating volunteers, overseeing activities, and ensuring that our objectives are met efficiently. We have full confidence in your abilities and look forward to your innovative ideas and guidance throughout this process.

Please confirm your acceptance of this leadership position by [Response Deadline]. Thank you for your commitment to making a positive impact in our community.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]