

Volunteer Participation Confirmation

Date: [Insert Date]

Dear [Volunteer's Name],

We are excited to confirm your participation as a volunteer for our upcoming outreach program, [Program Name], taking place on [Date(s)]. Your willingness to contribute your time and skills is greatly appreciated.

Event Details:

- **Program Location:** [Location]
- **Time:** [Start Time] to [End Time]
- **Meeting Point:** [Meeting Point]

Please arrive at least [X minutes] prior to the start time for orientation. We encourage you to bring any materials you think may be helpful.

Should you have any questions, feel free to reach out to us at [Contact Information].

Thank you once again for your commitment to making a difference in our community!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]