

Transportation Arrangement for Volunteer Activities

Date: [Insert Date]

Dear [Volunteer's Name],

We are excited to have you join us for our upcoming volunteer activities scheduled on [insert dates]. To ensure smooth transportation, we have arranged the following:

Transportation Details

- **Pick-Up Location:** [Insert Pick-Up Location]
- **Pick-Up Time:** [Insert Pick-Up Time]
- **Drop-Off Location:** [Insert Drop-Off Location]
- **Estimated Drop-Off Time:** [Insert Drop-Off Time]

Please arrive at the pick-up location at least 10 minutes early. If you have any questions or need to make alternative arrangements, feel free to contact us at [Insert Contact Information].

Thank you for your commitment to making a difference! We look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]