

Volunteer Pick-Up and Drop-Off Logistics

Date: [Insert Date]

Dear [Volunteer Name],

Thank you for your commitment to volunteering with us! We are excited to have you on board for [Event Name] on [Event Date]. Below are the details for your pick-up and drop-off logistics:

Pick-Up Information

Date: [Pick-Up Date]

Time: [Pick-Up Time]

Location: [Pick-Up Address]

Contact Person: [Contact Name and Phone Number]

Drop-Off Information

Date: [Drop-Off Date]

Time: [Drop-Off Time]

Location: [Drop-Off Address]

Should you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Email] or [Contact Phone Number].

Thank you once again for your valuable time and support!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]