

Event Participation Confirmation

Dear [Spokesperson's Name],

We are thrilled to confirm your participation as a volunteer spokesperson for the upcoming [Event Name] scheduled to take place on [Event Date] at [Event Location]. Your dedication and enthusiasm for our cause are greatly appreciated.

Please find below the details for the event:

- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Event Location]
- **Agenda:** [Brief Agenda Overview]

We would like to request that you arrive at least [Arrival Time] early for a brief orientation.

If you have any questions or need further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your commitment! We look forward to seeing you there.

Sincerely,

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