

Volunteer Spokesperson Role Confirmation

Date: [Insert Date]

Dear [Volunteer Name],

We are pleased to confirm your role as a Volunteer Spokesperson for [Organization/Project Name]. We greatly value your commitment and enthusiasm to represent our cause.

Your responsibilities will include:

- Representing [Organization/Project Name] at events and meetings.
- Communicating our mission and goals effectively to the public.
- Assisting in promoting our initiatives through various channels.

Please attend an orientation session on [Orientation Date] at [Location/Time] where we will discuss your role in detail and provide you with the necessary materials.

Thank you for your willingness to support our mission. We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]