

Volunteer Spokesperson Training Details

Dear Volunteer,

We are excited to announce the upcoming training session for our volunteer spokesperson program. Here are the details you need to know:

Training Session Information

- **Date:** March 15, 2023
- **Time:** 10:00 AM - 2:00 PM
- **Location:** Community Center, 123 Volunteer St., Your City

Agenda

1. Introduction to Public Speaking
2. Messaging and Storytelling
3. Handling Q&A Sessions
4. Role-play Exercises
5. Feedback and Wrap-up

Please confirm your attendance by March 10, 2023, by replying to this email. If you have any questions, feel free to reach out.

Thank you for your commitment to our mission!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]