

Reminder: Upcoming Fundraising Event

Dear Volunteers,

This is a friendly reminder about our upcoming fundraising event scheduled for [Event Date]. As valued volunteers, your participation is crucial to the success of this initiative.

Event Details:

- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Event Venue]

Please arrive at least [Specify Time] early to help with setup and ensure everything runs smoothly. Your commitment and effort are greatly appreciated.

If you have any questions or need further information, feel free to reach out.

Thank you for your dedication!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]