

Volunteer Engagement Letter

Dear [Volunteer's Name],

We are excited to inform you that you have been selected to be a volunteer for the upcoming [Cultural Festival Name] taking place on [Dates] at [Location]. Your enthusiasm and dedication to our community are invaluable to us!

As a volunteer, your roles and responsibilities will include:

- Assisting with event setup and takedown
- Helping participants and attendees with information
- Coordinating activities and programs
- Promoting a welcoming atmosphere for all guests

Please attend the volunteer orientation on [Date] at [Time] to receive further instructions and meet your fellow volunteers.

Thank you for your commitment to making this cultural festival a memorable experience for everyone involved. We look forward to working together!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]