

Volunteer Training Event Notification

Dear [Volunteer Name],

We are excited to inform you that you have been selected to participate in our upcoming Volunteer Training Event. This training is essential for enhancing your skills and preparing you for your volunteer role.

Event Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please arrive 15 minutes early for registration and to ensure that we start on time. We look forward to seeing you there!

If you have any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for your commitment to our cause.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]