

# Reminder: Upcoming Volunteer Training Session

Dear [Volunteer Name],

This is a reminder that you are registered for the upcoming Volunteer Training Session scheduled for [**Date**] at [**Time**].

The training will take place at [**Location**].

Please ensure you bring any necessary materials and arrive at least 15 minutes early.

Thank you for your commitment to volunteering!

Best regards,  
[Your Name]  
[Your Organization]