

# Student Volunteer Coordination for Group Assignments

Dear [Student's Name],

I hope this message finds you well. We are reaching out to you regarding the upcoming group assignments in [Course Name]. Your involvement as a volunteer coordinator will be invaluable in helping us organize and facilitate the group assignments effectively.

Your responsibilities will include:

- Setting up communication channels for group members.
- Coordinating meeting times and locations.
- Ensuring that all tasks are divided fairly among group members.
- Acting as a point of contact for any questions or concerns.

Please confirm your willingness to take on this role by [Date]. If you have any questions or need further information, feel free to reach out.

Thank you for your commitment and support!

Best regards,  
[Your Name]  
[Your Position]  
[Contact Information]