

Water Station Setup Confirmation

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

[Your Organization]

Dear [Recipient Name],

We are excited to confirm the setup of a water station for the upcoming health fair scheduled on [Insert Date]. This initiative aims to promote hydration and overall health during the event.

Details of the Water Station Setup:

- Location: [Insert Location]
- Time of Setup: [Insert Time]
- Supplies Provided: Water dispensers, cups, signage, and volunteers
- Expected Attendance: [Insert Estimate]

Please let us know if you require any additional information or have any special requests regarding the setup. We look forward to contributing to the success of the health fair.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]