

Conference Acknowledgment of Receipt

Date: [Insert Date]

Dear [Volunteer Name],

We are pleased to acknowledge the receipt of your volunteer application for [Conference Name]. We appreciate your interest in contributing to the success of our event.

Your application is currently under review, and we will contact you shortly regarding your application status.

If you have any questions, please do not hesitate to reach out to us at [Contact Email] or [Contact Phone Number].

Thank you for your interest in volunteering with us!

Sincerely,

[Your Name]

[Your Position]

[Conference Name] Committee