

# Dear Parent/Guardian,

We are excited to announce that our annual **School Event Name** will take place on **Date** at **Location**. We are seeking enthusiastic parent volunteers to help make this event a success!

Your support can make a significant difference in creating a memorable experience for our students and the community. We need volunteers for various roles, including:

- Setup and decoration
- Registration desk
- Activity stations
- Food service
- Clean-up crew

If you are interested in volunteering, please reply to this email or contact **Contact Person Name** at **Contact Person Email** by **RSVP Date**.

Thank you for considering this opportunity to contribute to our school community. We appreciate your time and support!

Sincerely,  
**School Event Coordinator Name**  
**School Name**  
**Contact Information**