

# Dear Volunteers,

Thank you for your willingness to help with our upcoming charity event. Your support is invaluable to us!

## Event Details:

**Date:** [Insert Date]

**Time:** [Insert Start Time] to [Insert End Time]

**Location:** [Insert Location]

## Roles and Responsibilities:

- [Role 1]: [Description]
- [Role 2]: [Description]
- [Role 3]: [Description]

## Meeting Information:

We will have a coordination meeting on [Insert Meeting Date] at [Insert Meeting Time]. This will be a great opportunity to go over logistics and answer any questions you may have.

## Contact Information:

If you have any questions or need to reach me before the event, please do not hesitate to contact me:

**Email:** [Your Email]

**Phone:** [Your Phone Number]

Thank you once again for your generous support. Together, we can make a difference!

Best regards,

[Your Name]

[Your Position]

[Charity Organization Name]