

Invitation to Join the Event Planning Committee

Dear [Volunteer's Name],

We are excited to announce that our organization is planning an upcoming event and we would like to invite you to join our Event Planning Committee!

Your skills and enthusiasm would be a great addition to our team. As a committee member, you will have the opportunity to contribute your ideas, help organize activities, and create a memorable experience for all attendees.

Details of the first meeting:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please let us know if you are interested by [Insert RSVP Deadline]. We look forward to collaborating with you to make this event a success!

Thank you for your consideration.

Best regards,

[Your Name]

[Your Title]

[Your Organization]