

Volunteer Briefing for Upcoming Event

Dear Volunteers,

We are excited to have you on board for our upcoming event, **Event Name**, scheduled for **Date** at **Location**.

This letter serves as a briefing to ensure you are informed and prepared for the day of the event.

Event Details

- **Date:** Date
- **Time:** Start Time - End Time
- **Location:** Location

Your Role

You will be responsible for **specific responsibilities**. Please arrive 30 minutes early for orientation.

Additional Information

Bring any supplies you might need and wear comfortable clothing. Lunch will be provided.

Contact Information

If you have any questions, please do not hesitate to reach out to **Name** at **Email** or **Phone Number**.

Thank you for your commitment and support. We look forward to a successful event!

Best regards,

Event Coordinator Name
Organization Name
Contact Information