

Event Entry Pass Distribution

Date: [Insert Date]

Dear Volunteers,

We are excited to inform you about the upcoming [Event Name] scheduled for [Event Date] at [Event Location]. Your dedication and support are crucial to the success of this event, and we appreciate your commitment to volunteering.

This letter serves as a notification for the distribution of entry passes for the event. Please find the details below:

Distribution Details:

- **Date:** [Distribution Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Distribution Location]

Each volunteer is entitled to one entry pass. Please ensure to collect your pass during the specified dates and times. If you are unable to attend, please contact [Contact Person Name] at [Contact Email/Phone Number] for further assistance.

Thank you once again for your invaluable support. We look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]