

Volunteer Coordination for the Upcoming Parade

Dear Volunteers,

Thank you for your interest in volunteering for the annual parade on [date]. Your support is vital to make this event a success!

Event Details:

- **Date:** [Date]
- **Time:** [Starting Time] to [Ending Time]
- **Location:** [Location Details]

Please arrive at least 30 minutes prior to the start time for check-in and briefing. Wear comfortable clothes and shoes. We will provide you with refreshments and a volunteer t-shirt!

If you have any questions, feel free to contact us at [contact email] or [contact phone number].

Thank you for making a difference!

Best Regards,

[Your Name]

[Your Title]

[Organization Name]