

Volunteer Participation Confirmation

Date: [Insert Date]

Dear [Volunteer's Name],

Thank you for your interest in participating in our community outreach initiative, [Name of Initiative], scheduled for [Date of Event]. We are thrilled to have you as part of our team!

As a volunteer, you will play a vital role in [briefly describe the purpose of the initiative]. Your tasks may include [list a few responsibilities, e.g., helping set up, distributing materials, engaging with community members].

Please find the details of the event below:

- **Event Date:** [Insert Date]
- **Event Time:** [Insert Time]
- **Location:** [Insert Location]
- **Contact Person:** [Insert Contact Name and Phone Number]

We will have a volunteer orientation session on [Insert Date & Time] to provide more information and answer any questions you may have.

Thank you once again for your commitment to making a difference in our community. We look forward to seeing you at the event!

Best Regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]