

Confirmation of Volunteer Training Session

Dear [Volunteer Name],

We are pleased to confirm your participation in the upcoming volunteer training session.

Date: [Training Date]

Time: [Training Time]

Location: [Training Location]

Please be sure to bring any required materials and arrive at least 15 minutes early.

Thank you for your commitment to volunteering and making a difference in our community!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]