

Civic Engagement Duty Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of your civic engagement duties as part of our commitment to community involvement and participation. Your active engagement is crucial for fostering a responsible and vibrant community.

Details of Your Civic Duty:

- **Date of Engagement:** [Insert Date]
- **Location:** [Insert Location]
- **Time:** [Insert Time]
- **Contact Person:** [Insert Contact Name and Number]

Please confirm your availability by [insert confirmation deadline]. If you are unable to fulfill this duty, kindly notify us as soon as possible.

Thank you for your dedication to our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]