

Dear Parents and Guardians,

We are excited to announce our upcoming School Field Day, scheduled for **[Date]**! This is a wonderful opportunity for our students to enjoy a day filled with fun, games, and camaraderie.

To make this event a success, we are seeking enthusiastic volunteers to assist us throughout the day. Your involvement will help create a positive and memorable experience for our children.

How You Can Help:

- Set up and take down event stations
- Monitor and support student activities
- Provide refreshments and snacks
- Encourage participants and cheer on the teams

If you are available and willing to volunteer, please sign up by **[RSVP Date]**. You can contact us at **[Contact Information]** or fill out the attached volunteer form.

Thank you for considering this opportunity to make Field Day a fantastic experience for our students. We appreciate your support!

Sincerely,
[Your Name]
[Your Position]
[School Name]