

Volunteer Task Delegation

Date: [Insert Date]

To: [Volunteer Name]

From: [Your Name]

Subject: Task Delegation for Upcoming Event

Dear [Volunteer Name],

Thank you for your willingness to contribute your time and skills to our upcoming event, [Event Name], scheduled for [Event Date]. We appreciate your commitment and enthusiasm.

I would like to delegate the following tasks to you:

- **Task 1:** [Brief Description of Task 1] - [Deadline/Timeframe]
- **Task 2:** [Brief Description of Task 2] - [Deadline/Timeframe]
- **Task 3:** [Brief Description of Task 3] - [Deadline/Timeframe]

Please let me know if you have any questions or if you need any additional resources to complete these tasks. Your efforts are invaluable, and I am confident in your abilities to fulfill these responsibilities.

Thank you once again for your dedication. I look forward to working together to make [Event Name] a great success!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]