

Formal Volunteer Confirmation Letter

Subject: Confirmation of Volunteer Engagement

Dear [Volunteer Name],

We are pleased to confirm your participation as a volunteer for [Event/Organization Name]. Your assigned role will be [Role/Task] on [Date] at [Venue/Location].

Please report at [Reporting Time] and bring any required materials listed in your volunteer packet.

Your dedication and support are greatly appreciated.

Thank you for your commitment.

Sincerely,

[Organizer Name]

[Organization Name]

[Contact Information]

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