

[Your Organization's Letterhead]

[Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

Subject: Election Service Confirmation

We are grateful for your commitment to serving as a volunteer during the upcoming election. Your support is crucial in ensuring a smooth and fair electoral process.

Event Details:

- **Election Date:** [Insert date]

- **Location:** [Insert location]

- **Shift Time:** [Insert time]

- **Role:** [Describe the role]

Please arrive [insert time] before the shift begins for a brief orientation. You will receive further instructions on responsibilities and assignments then.

Thank you for your dedication to our democracy. We look forward to working with you!

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]