

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: GVSW Notice

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you about the upcoming GVSW (General Volunteer Service Work) program scheduled to take place on [Date]. Your participation is highly valued, and we believe that your involvement will greatly contribute to the success of this initiative.

Details of the event are as follows:

- **\*\*Event Date:\*\*** [Insert Date]
- **\*\*Location:\*\*** [Insert Location]
- **\*\*Time:\*\*** [Insert Time]
- **\*\*Activities Planned:\*\*** [Briefly outline the activities]

Please confirm your participation by [RSVP Date] to ensure we accommodate all volunteers effectively. We appreciate your commitment and look forward to working together to make a positive impact in our community.

If you have any questions or need further information, feel free to reach us at [Your Contact Information].

Thank you for your support!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]