

[Your Organizations letterhead]

[Date of letter]

Re: Community Service completed by _____ [insert name of volunteer]

To Whom It May Concern:

This confirms that _____ has completed _____ hours of community service as follows:

Dates: _____

Location: _____

Type of community service: _____

If you seek further information, please let us know.

Thank you.

Very Truly Yours,

[Your Name]

[Your position with your organization]