

# Service Hours Verification

Date: [Insert Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify the service hours completed by [Volunteer/Employee Name] from [Start Date] to [End Date]. During this period, [he/she/they] has accumulated a total of [Total Hours] hours of service.

The hours are as follows:

- Date: [Date 1] - Hours: [Hours]
- Date: [Date 2] - Hours: [Hours]
- Date: [Date 3] - Hours: [Hours]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information or clarification regarding these service hours.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Contact Information]