

# Volunteer Service Completion Letter

**[Your Organization's Name]**

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Volunteer's Name]**

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We would like to formally acknowledge the completion of your volunteer service with [Your Organization's Name]. From [Start Date] to [End Date], you dedicated your time and efforts to [describe the specific community service activities].

Your commitment and contributions have made a meaningful difference in our community. We are grateful for your support and the positive impact you have made.

We wish you all the best in your future endeavors and hope you continue to spread the spirit of volunteerism wherever you go.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]