

Volunteer Service Completion Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your volunteer service with [Organization Name] in the mentoring program has been successfully completed. Your commitment and dedication to supporting [specific group, e.g., youth, underprivileged, etc.] have made a significant impact.

Throughout your time with us, from [start date] to [end date], you have contributed [number of hours] hours of service. Your efforts in mentoring [briefly describe mentees or activities] were invaluable and are greatly appreciated.

Thank you once again for your hard work and passion. We hope you will continue to stay involved with [Organization Name] in the future.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]