

Volunteer Service Completion Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to certify that **[Volunteer's Name]** has completed their volunteer service with **[Organization Name]** from **[Start Date]** to **[End Date]**.

During this period, **[Volunteer's Name]** contributed a total of **[Total Hours]** hours of service, assisting with various activities including **[Brief Description of Activities]**. Their dedication and commitment were instrumental in helping us achieve our goals.

We greatly appreciate the time and effort they dedicated to our organization and wish them all the best in their future endeavors.

Thank you for your service!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]