

Letter of Appeal for Community Service Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Department Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for a record of my community service hours completed at [Name of Organization/Location] during the period of [Start Date] to [End Date]. This record is required for legal purposes pertaining to [briefly explain the legal matter, e.g., court case, job application, etc.].

Despite my previous requests for this record, I have yet to receive the necessary documentation. The community service I completed involved [briefly describe the type of community service and its impact]. As such, having a formal record is vital for the progress of my legal situation.

I kindly ask that you expedite this request or guide me on any further actions I can take to obtain the required documentation. I appreciate your attention to this matter and your assistance in helping resolve it promptly.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]