

Application for Community Service Record

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a record of my community service hours completed during my time volunteering with [Organization Name]. I am currently applying for internship opportunities and believe that having a detailed account of my community service experience will greatly enhance my application.

During my tenure from [Start Date] to [End Date], I contributed [briefly outline tasks or projects you worked on]. I hope to include this record in my internship applications to demonstrate my commitment to community service and my ability to work collaboratively.

Thank you for considering my request. I appreciate your support and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]