

# Application for Community Service Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a record of my community service hours for volunteer opportunities that I have participated in with [Organization Name]. I believe that this information will be beneficial in supporting my application for future volunteer roles.

I have volunteered with your organization from [Start Date] to [End Date], during which I completed [number of hours] hours of service. I would greatly appreciate it if you could provide me with a written record of my community service hours.

Thank you very much for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]