

# Community Service Record

Date: [Insert Date]

To Whom It May Concern,

This letter is to certify that [Your Name] has completed [Number of Hours] of community service at [Organization Name] from [Start Date] to [End Date]. During this time, [he/she/they] contributed to [brief description of duties and responsibilities].

As a volunteer, [Your Name] demonstrated [list any specific skills, qualities, or contributions]. [His/Her/Their] dedication and commitment were invaluable to our organization and the community we serve.

If you require any further information, please feel free to contact me at [Contact Information].

Sincerely,

[Your Name]  
[Your Title/Position]  
[Organization Name]  
[Contact Information]