

# Demand for Community Service Record

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a record of my community service hours completed at [Organization's Name] during [specify time period]. This documentation is necessary for my eligibility for the [Name of Scholarship] scholarship program.

As you know, community service is a critical component of this scholarship's requirements, and I am keen to ensure that my application reflects my contributions accurately. I had the pleasure of volunteering in various capacities, including [briefly describe your roles or projects].

Please let me know if you require any additional information or documentation from my side to expedite this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]