

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am in the process of applying for admission to [Name of the School]. As part of the application requirements, I need to submit a record of my community service activities.

I would like to kindly inquire if you could provide me with a detailed record of my community service hours, including the nature of the activities and any relevant endorsements or reflections from supervisors. This information will significantly support my application and demonstrate my commitment to community involvement.

If there are any forms or procedures I need to follow to obtain this information, please let me know. I would appreciate your prompt assistance with this request, as the admission deadlines are approaching.

Thank you for your time and support.

Sincerely,

[Your Name]