

# Petition for Community Service Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Organization Name]

[Organization 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 participation for my personal records. I have completed [X hours/days] of community service at [Name of Organization/Event] from [Start Date] to [End Date].

I would greatly appreciate it if you could provide me with a certificate or a letter stating my involvement, including the nature of my service and the total hours contributed.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]