

Request for Community Service Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a copy of my community service record for the purpose of a background check. My name is [Your Name], and I completed community service hours at [Organization/Location Name] on [Dates of Service]. My identification details are as follows:

- Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]