

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's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a copy of my community service record for employment application purposes. I have volunteered at [mention specific organization/community service] from [start date] to [end date] and require documentation to complete my application.

If it is possible, please include information about the nature of my service and any hours completed. I would appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]