

Request for Community Service Record

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a record of my community service hours for the purpose of fulfilling the requirements for my professional licensing application.

During my time with [Organization Name], I contributed [briefly describe your role or activities] from [start date] to [end date]. This service was invaluable in my development, and having a formal record would greatly assist in my application's completion.

Thank you for considering my request. Please let me know if you need any further information or documentation from my side to facilitate this process.

Looking forward to your positive response.

Sincerely,

[Your Name]