

Volunteer Activity Authorization

Date: [Insert Date]

To Whom It May Concern,

This letter serves to authorize [Volunteer's Name], a participant in our internship program, to engage in volunteer activities at [Organization Name]. The internship program is designed to provide valuable hands-on experience and contribute positively to the community.

Volunteer activities will take place from [Start Date] to [End Date], at [Location]. We ensure that all necessary safety and training procedures are in place, and that [Volunteer's Name] is adequately prepared for the responsibilities ahead.

If you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your support in fostering volunteer service through our internship program.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[Your Phone Number]

[Your Email Address]