

Volunteer Activity Clearance

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm that [Volunteer Name(s)], a participant in the [Project Name] group project, has successfully completed their volunteer activity with [Organization Name].

Project Description: [Brief Description of the Project]

Duration of Volunteer Activity: [Start Date] to [End Date]

During this period, [he/she/they] actively contributed by [describe key responsibilities or tasks].

We appreciate [his/her/their] dedication and hard work in helping our team achieve our goals.

If you require any further information, please feel free to contact us at [Organization Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]