

Community Service Project Timeline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Community Service Project Timeline

Project Overview

This community service project aims to [briefly describe the project's purpose].

Timeline

- **Phase 1: Planning** - [Start Date] to [End Date]
- **Phase 2: Execution** - [Start Date] to [End Date]
- **Phase 3: Evaluation** - [Start Date] to [End Date]

Important Dates

- [Date] - Kick-off Meeting
- [Date] - Mid-project Review
- [Date] - Final Presentation

Contact Information

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

Looking forward to a successful project!

Sincerely,

[Your Name]

[Your Position]