

Volunteer Hours Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the volunteer hours completed by [Volunteer Name] for community service activities organized by [Organization Name].

Volunteer Details:

- Name: [Volunteer Name]
- Email: [Volunteer Email]
- Phone: [Volunteer Phone]
- Total Hours volunteered: [Total Hours]
- Service Dates: [Start Date] to [End Date]

During this period, [he/she/they] contributed [specific tasks or roles undertaken] which greatly supported our community initiatives.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Organization Phone Number]