

Volunteer Hours Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the volunteer hours of [Volunteer Name] for the purpose of their grant application. [Volunteer Name] has volunteered with [Organization Name] from [Start Date] to [End Date].

During this period, [he/she/they] has contributed a total of [Total Hours] hours, assisting with [brief description of tasks or activities].

We appreciate [his/her/their] dedication and commitment to our organization, and we support [his/her/their] application for funding opportunities. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Phone Number]

[Email Address]