

# Volunteer Hours Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Volunteer Name], a dedicated volunteer with our organization, has completed a total of [Number of Hours] hours of volunteer service from [Start Date] to [End Date].

[Volunteer Name] has been an invaluable part of our team, contributing significantly to [describe activities or roles performed]. Their commitment and enthusiasm have made a positive impact on our community.

Should you require any further information, please feel free to contact me at [Your Contact Information].

Thank you for considering this verification of volunteer hours.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[Phone Number]

[Email Address]