

Volunteer Hours Verification

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

This letter is to verify the volunteer hours of [Volunteer's Name], who has actively participated in our organization from [Start Date] to [End Date]. During this period, [he/she/they] has contributed a total of [Total Number of Hours] hours.

Throughout [his/her/their] time with us, [he/she/they] has demonstrated exceptional commitment and dedication to our mission. [Optional: Insert a brief note about the volunteer's impact or contributions.]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]