

Volunteer Hours Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to certify that [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 of service.

The tasks performed by [Volunteer Name] included:

- [Task 1]
- [Task 2]
- [Task 3]

We appreciate [his/her/their] dedication and contribution to our organization.

If you require any further information, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[Organization Phone Number]

[Organization Email]