

# Volunteer Hours Verification

**Date:** [Insert Date]

**To Whom It May Concern,**

I am writing to confirm the volunteer hours served by [Volunteer's Name] during their time at [Organization's Name]. This letter serves to verify that [he/she/they] has completed a total of [Number of Hours] volunteer hours from [Start Date] to [End Date].

During this period, [Volunteer's Name] contributed significantly by [briefly describe tasks or responsibilities]. [He/She/They] demonstrated [qualities such as leadership, commitment, etc.].

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Organization's Address]

[Organization's Phone Number]