

# Volunteer Hours Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to certify that [Volunteer Name], a volunteer at [Organization Name], has completed a total of [Number of Hours] hours of volunteer service from [Start Date] to [End Date].

[Volunteer Name] has contributed their time and efforts in the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

We appreciate [Volunteer Name]'s commitment and dedication to our organization, which significantly impacts the community.

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

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]