

# Volunteer Hours Verification

Date: \_\_\_\_\_

To Whom It May Concern,

This letter is to verify that **[Volunteer Name]** has completed a total of **[Number]** hours of volunteer service for **[Organization Name]** during the period of **[Start Date]** to **[End Date]**.

Details of the volunteer work include:

- [Task/Project 1]
- [Task/Project 2]
- [Task/Project 3]

We appreciate the significant contributions made by **[Volunteer Name]** and confirm that these hours can be counted toward any school project requirements.

If you have any questions or need further information, please feel free to contact me at **[Phone Number]** or **[Email Address]**.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Organization Name]**

**[Organization Address]**

**[Phone Number]**