

Letter of Acknowledgment

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We are pleased to acknowledge the completion of your volunteer hours with [Organization Name]. Your dedication and hard work have made a significant impact on our community.

We hereby confirm that you have contributed a total of [Total Hours] hours from [Start Date] to [End Date]. Your efforts in [specific tasks or activities you contributed to] were invaluable, and we are truly grateful for your commitment.

Thank you once again for your service. We hope to see you back with us in the future!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Contact Information]