

# Confirmation of Charitable Service Hours

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Volunteer Name] has completed a total of [Number] hours of charitable service at [Organization Name].

Details of the service are as follows:

- **Date of Service:** [Insert Date]
- **Description of Service:** [Brief Description]
- **Total Hours Completed:** [Number of Hours]

We appreciate [Volunteer Name]'s dedication and commitment to serving our community. Thank you for your valuable contribution.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]