Service Hours Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally document my contribution of service hours at [Organization Name] from [Start Date] to [End Date]. During this period, I dedicated a total of [Total Hours] hours to [brief description of services provided].

Details of Service Hours:

- Date: [Date] - Hours Contributed: [Hours] - Description: [Description]
- Date: [Date] - Hours Contributed: [Hours] - Description: [Description]
- Date: [Date] - Hours Contributed: [Hours] - Description: [Description]

I appreciate the opportunity to serve and contribute to [Organization Name]. Please feel free to reach out to me if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]