

Official Record of Volunteer Service

Date: _____

To Whom It May Concern,

This letter serves as an official record of volunteer service for:

Name: [Volunteer Name]

Address: [Volunteer Address]

[Volunteer Name] has completed a total of [number of hours] hours of volunteer service with [Organization Name] from [Start Date] to [End Date]. During this period, [he/she/they] contributed to [brief description of tasks or projects].

We greatly appreciate [his/her/their] dedication and commitment to serving our community.

Should you have any questions or require further information, please do not hesitate to contact us at [Organization Phone Number] or [Organization Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Organization Phone Number]

[Organization Email Address]