

Volunteer Hours Summary

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a summary of the volunteer hours recorded for [Volunteer Name] during the period of [Start Date] to [End Date].

Volunteer Information

Name: [Volunteer Name]

Email: [Volunteer Email]

Phone: [Volunteer Phone]

Summary of Volunteer Hours

Date	Event/Activity	Hours Contributed
[Date 1]	[Event/Activity 1]	[Hours 1]
[Date 2]	[Event/Activity 2]	[Hours 2]

Total Hours

Total Volunteer Hours: [Total Hours]

Thank you for your contributions and commitment to our cause.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]