

Confirmation of Service Hours Completed

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Name of Volunteer/Student] has successfully completed [Number of Hours] service hours as part of [Program/Service Project Name].

The service hours were completed on the following dates:

- [Date 1] - [Description of Activity]
- [Date 2] - [Description of Activity]
- [Date 3] - [Description of Activity]

We appreciate [his/her/their] contributions and commitment to the community.

If you have any questions, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]