

Official Confirmation of Volunteer Service

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm that **[Volunteer Name]** has provided volunteer services at **[Organization Name]** from **[Start Date]** to **[End Date]**. During this time, **[he/she/they]** contributed a total of **[Number of Hours]** hours in the following capacities:

- [Description of Tasks/Responsibilities]
- [Description of Tasks/Responsibilities]

We greatly appreciate **[Volunteer Name]**'s dedication and efforts in supporting our mission. **[He/She/They]** played a valuable role in our organization and made a positive impact on our community.

Should you require any further information, please do not hesitate to contact us at **[Contact Information]**.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[Phone Number]

[Email Address]