

Volunteer Work Hours Update

Date: [Insert Date]

Dear [Volunteer Name],

We hope this message finds you well. We would like to take this opportunity to update you on your volunteer work hours.

Total Volunteer Hours: [Insert Total Hours]

Your commitment to our cause has not gone unnoticed, and we appreciate all the time and effort you have contributed. Here's a breakdown of your hours:

- [Date] - [Hours] hours - [Activity]
- [Date] - [Hours] hours - [Activity]
- [Date] - [Hours] hours - [Activity]

If you have any questions or need further assistance, please feel free to reach out.

Thank you for your continued support!

Sincerely,

[Your Organization Name]

[Your Name]

[Your Position]

[Contact Information]