

# Nonprofit Organization Name

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip]

## **Subject: Service Documentation for [Service/Program Name]**

Dear [Recipient Name],

We are pleased to provide documentation regarding the services rendered by [Nonprofit Organization Name] for [Client/Program Participant Name] as part of our [specific service or program] on [date or duration].

Details of the service provided:

- **Service Type:** [Description of Service]
- **Date of Service:** [Insert Date]
- **Location:** [Service Location]
- **Duration:** [Total Hours/Days]
- **Outcome:** [Brief Description of Outcome]

If you require additional information or further clarification, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your support and for the opportunity to serve our community.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip]