

Community Service Obligation Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notification regarding your community service obligation as part of [Program/Institution Name].

As discussed, you are required to complete [Number of Hours] hours of community service by [Deadline Date]. The community service activities include [Brief Description of Activities].

Please ensure that you complete the service by the stipulated deadline. Failure to meet this obligation may result in [Potential Consequences].

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter and your commitment to serving our community.

Sincerely,

[Your Name]

[Your Position]

[Program/Institution Name]

[Contact Information]