

Notification of Mandated Community Service

Date: _____

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to inform you of your mandated community service as part of the resolution of your recent case. As per the court's order dated [Court Date], you are required to complete a total of [Number of Hours] hours of community service.

The details of your community service are as follows:

- **Service Location:** [Location Name]
- **Service Supervisor:** [Supervisor's Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Service Hours:** [Days and Hours]

Please ensure that you arrive on time and fulfill your obligations responsibly. Failure to comply with the terms of your community service may result in further legal action.

If you have any questions or concerns regarding your mandated service, do not hesitate to reach out to [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]