

# Service Hours Completion Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that your service hours for [Program/Organization Name] are approaching completion.

You have [X] hours remaining to fulfill your requirements. Please ensure that you complete these hours by [Deadline Date] to successfully meet the program criteria.

If you have any questions or need assistance in scheduling your service hours, feel free to reach out to us at [Contact Information].

Thank you for your commitment and dedication!

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]