

Letter of Social Responsibility Service Requirement

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you about the social responsibility service requirements for [Insert Project/Event Name]. As part of our commitment to community engagement and ethical practices, we kindly request your support in fulfilling these requirements.

Requirements:

- Minimum of [Insert Number] volunteer hours.
- Participation in community outreach programs.
- Collaboration with local organizations.
- Submission of a report detailing your involvement.

We believe that your contribution will make a significant impact and help foster a culture of responsibility within our community. Please confirm your participation by [Insert Deadline Date].

Thank you for your attention to this important matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]