

# Community Service Assignment

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been assigned to participate in a community service project. This project aims to [briefly describe the purpose of the project]. Your involvement is crucial in making a positive impact in our community.

## Details of your assignment:

- **Project Name:** [Insert Project Name]
- **Date and Time:** [Insert Date and Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]
- **Contact Person:** [Insert Contact Person's Name and Phone Number]

We ask that you arrive on time and bring any necessary supplies that may be required for the day's activities. If you have any questions or concerns, please do not hesitate to reach out to the contact person listed above.

Thank you for your commitment to serving our community. We look forward to working alongside you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]