

# Volunteer Hour Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify that [Student's Full Name], a student at [School/University Name], has volunteered a total of [Number of Hours] hours at [Charity/Event Name] held on [Event Date(s)].

[Student's Name] has actively participated in [brief description of duties/activities], demonstrating dedication to helping our community and supporting our cause. Their contributions have been invaluable.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Charity/Organization Name]

[Charity/Organization Address]

[Charity/Organization Phone Number]