

Volunteer Hour Verification

Date: _____

To Whom It May Concern,

This letter is to verify that **[Student's Name]** has successfully completed volunteer hours as part of the mentorship program at **[Organization/School Name]**. During the period of **[Start Date]** to **[End Date]**, **[Student's Name]** contributed a total of **[Number of Hours]** hours.

The responsibilities of **[Student's Name]** included:

- **[Responsibility 1]**
- **[Responsibility 2]**
- **[Responsibility 3]**

We appreciate **[Student's Name]**'s dedication and commitment to our mentorship program. If you have any questions or require further information, please feel free to contact me at **[Your Email]** or **[Your Phone Number]**.

Sincerely,

[Your Name]
[Your Title]
[Organization/School Name]
[Contact Information]