

# Community Service Hour Record

Date: \_\_\_\_\_

To Whom It May Concern,

This letter serves to confirm that **[Volunteer Name]** has completed **[Number of Hours]** community service hours at **[Organization Name]** from **[Start Date]** to **[End Date]**.

Details of the service performed:

- Activity: **[Activity Description]**
- Date of Activity: **[Date]**
- Location: **[Location]**

Thank you for your support and recognition of **[Volunteer Name]**'s contributions to our community.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Organization Name]**

**[Contact Information]**