

# Volunteer Hours Documentation

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

To Whom It May Concern,

This letter is to confirm the volunteer hours completed by:

**Volunteer Name:** \_\_\_\_\_

**Family/Organization Name:** \_\_\_\_\_

**Total Hours Volunteered:** \_\_\_\_\_

**Volunteer Activities:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

These hours were completed between the dates of:

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

We appreciate your dedication and effort in contributing to our community.

Sincerely,

\_\_\_\_\_

**Signature**

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_