

Letter of Documentation for Volunteer Service Grant Eligibility

Date: [Insert Date]

[Volunteer Organization Name]

[Organization Address]

[City, State, ZIP Code]

To Whom It May Concern,

This letter serves to confirm that [Volunteer Name], residing at [Volunteer Address], has actively volunteered with [Volunteer Organization Name] from [Start Date] to [End Date]. During this period, [he/she/they] has contributed a total of [number of hours] hours toward [specific projects or services].

[Volunteer Name] has demonstrated a strong commitment to serving our community through their efforts in [describe specific activities or roles]. This experience has not only benefited our organization but has also impacted the lives of those we serve.

We believe that [Volunteer Name] meets the eligibility criteria required for the Volunteer Service Grant and we fully support their application.

If you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Volunteer Organization Name]