**Community Service Letter**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dear Mr. /Miss.

I am writing to verify the community service rendered by [Name of individual] at our organization. He/she has been attending regularly and has proven to be very hardworking and dedicated.

We at [Name of organization] work with underprivileged families and are constantly in need of volunteers to assist us in executing our projects. Upon joining the team, [Name of individual] has shown sincerity in his/her work, which we commend and appreciate.

I hereby confirm that [Name of individual] has put in [N] hours of community service as mandated by [Name of institution]. I have attached his/her community service report and a certificate for your reference.

If you need any additional information, please don’t hesitate to contact the organization. You may reach us on [PHONE NUMBER] or send us an email at [Email address].

Sincerely,

Name of sender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_