[NAME OF CHURCH]

[CHURCH ADDRESS]

[CHURCH CONTACT DETAILS]

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

[NAME OF LETTER RECIPIENT]

[POSITION/TITLE OF RECIPIENT]

[RECIPIENT ADDRESS]

**Community Service of [NAME]**

Dear Mr. /Ms. /Mrs.

Greetings!

This letter serves to confirm that [INSERT NAME] has completely rendered community service with [NAME OF CHURCH]. He/She has consistently and eagerly served the required [N] hours of community service in line with and in support of the goals and policies of the church.

The following table shows the specific community service work delivered by [NAME] during the aforementioned period.

|  |  |  |
| --- | --- | --- |
| **Date** | **Number of Hours** | **Description of Community Service Work** |
|  |  |  |
|  |  |  |
|  |  |  |

He/she proved herself to be an asset to the church by making himself/herself available in aiding our staff in various church activities and events. An enclosed certificate is provided with the same information for your reference.

If you need additional details, contact us through [CONTACT DETAILS]. We at [NAME OF CHURCH] will be more than happy to assist you.

Sincerely,

[NAME OF CONTACT PERSON]

[TITLE/POSITION OF CONTACT PERSON]

[NAME OF CHURCH]