**Community Service Letter**

[NAME OF CHURCH]

[CHURCH ADDRESS]

[CHURCH CONTACT DETAILS]

[MONTH DAY YEAR]

[NAME OF LETTER RECIPIENT]

[POSITION/TITLE OF RECIPIENT]

[RECIPIENT ADDRESS]

Subject: Community Service of [NAME]

Dear Mr. /Ms. /Mrs. [RECIPIENT SURNAME],

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.

f 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]