**Community Service Letter**

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

Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter confirms that STUDENT’S NAME volunteered time at YOUR COMPANY NAME.

|  |  |  |
| --- | --- | --- |
| Date of Service | # of Hours | Description of Work |
|  |  |  |
|  |  |  |

**Total Hours: 7**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_was very diligent in the work. He arrived on time and was very diligent in accomplishing the tasks.*

If you need further information, please email me at EMAIL ADDRESS.

Sincerely,

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

You’re Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_