horizontal line

**Community Service Hours Letter**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name or Organization’s Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you in good health and spirits. My name is **[Your Name]**, a [Your Position/Role, e.g., student at XYZ High School] committed to making a positive impact in our community through volunteer work. I am writing to formally request a letter confirming the community service hours I have completed under your organization's auspices, **[Organization’s Name]**.

From **[Start Date]** to **[End Date]**, I had the privilege of contributing [Total Number of Hours] hours of service, engaging in various activities designed to support [Brief Description of the Service Performed, e.g., local food drives, environmental clean-up initiatives, tutoring underprivileged children]. These experiences have not only been profoundly rewarding but have also offered me invaluable insights into the importance of community involvement and the difference we can make through collective efforts.

For [Reason for Requesting the Letter, e.g., a school requirement, scholarship application], I kindly request a letter that verifies the hours I have dedicated to serving the community through **[Organization’s Name]**. The letter should ideally include:

* A brief description of the service performed.
* The total number of hours completed.
* The dates or period during which the service was performed.
* Any additional comments on the participation or impact made, if deemed appropriate.

I sincerely hope that [Recipient's Name or Organization’s Name] can accommodate this request at your earliest convenience. I am more than willing to provide any further information or documentation if needed. Please feel free to contact me via phone at **[Your Phone Number]** or email at **[Your Email Address]**.

Thank you very much for your consideration and for the opportunity to serve our community through **[Organization’s Name]**. I look forward to continuing my involvement and contributing to future initiatives.

Warm regards,

[Your Signature (if sending by mail)]  
[Your Name]