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# 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.

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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]