
Proof Of Community Service Letter

[Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]


Dear [Recipient's Name],

Subject: Proof of Community Service Completion

This letter serves to confirm that [Volunteer's Name], residing at [Volunteer's Address], has successfully completed [Number of Hours] hours of community service with [Organization's Name], located at [Organization's Address], from [Start Date] to [End Date].

During this period, [Volunteer's Name] demonstrated commendable dedication and effort in supporting our community initiatives. [His/Her/Their] contributions significantly aided in [briefly describe the types of activities or projects the volunteer was involved in, such as organizing community clean-ups, assisting in local shelters, tutoring underprivileged children, etc.]. [Volunteer's Name]'s involvement was characterized by [mention any notable qualities displayed by the volunteer, such as reliability, enthusiasm, leadership, or specific skills].

[Organization's Name] is deeply grateful for [Volunteer's Name]'s commitment to making a positive impact in our community. [His/Her/Their] service not only contributed to the



success of our initiatives but also exemplified the spirit of volunteerism and community support.

Please feel free to contact us at [Organization's Contact Information] should you require any further information or verification regarding [Volunteer's Name]'s community service.

Thank you for acknowledging [Volunteer's Name]'s contributions to the community. We are proud to have [him/her/them] as a part of our team and look forward to [his/her/their] continued involvement in our efforts to make a difference.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Organization's Name]

[Organization's Contact Information]