** Community Service Letter Template**

**[Organization’s Letterhead or Logo]**  
[Organization Name]  
[Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

[Date]

**To Whom It May Concern,**

This letter serves as official documentation that **[Full Name of Volunteer]** has successfully completed community service with **[Organization Name]**.

* **Service dates:** [Start Date] – [End Date]
* **Total hours completed:** [Number of Hours]
* **Duties and responsibilities:** [Brief description of tasks performed, e.g., assisting with events, administrative support, tutoring, fundraising, community outreach, etc.]

During their time with us, **[Volunteer’s Name]** demonstrated [positive traits, e.g., strong work ethic, reliability, teamwork, leadership, compassion], making a valuable contribution to our organization and the community. Their commitment to service has been greatly appreciated and reflects a high level of dedication and integrity.

We highly recommend **[Volunteer’s Name]** for any future opportunities where their skills, character, and community spirit can continue to make a positive impact.

If you have any questions or require further information, please feel free to contact us at **[Phone Number]** or **[Email Address]**.

Sincerely,  
[Signature]  
[Full Name of Supervisor/Coordinator]  
[Title/Position]  
[Organization Name]



ZellaTemplate.com

**Community Service Letter Example**

**Helping Hands Community Center**  
123 Oakwood Avenue  
Springfield, IL 62704  
(217) 555-8742  
info@helpinghandscc.org

March 12, 2025

**To Whom It May Concern,**

This letter serves as official documentation that **Emily R. Johnson** has successfully completed community service with **Helping Hands Community Center**.

* **Service dates:** January 10, 2025 – February 28, 2025
* **Total hours completed:** 48 hours
* **Duties and responsibilities:** Assisted with organizing food drives, distributing meals to families in need, maintaining inventory in the pantry, and providing administrative support during community events.

During her time with us, **Emily Johnson** demonstrated strong organizational skills, reliability, and a positive attitude when working with both staff and community members. Her commitment to service was evident in every task she undertook, and her contributions made a meaningful impact on our programs.

We highly recommend **Emily Johnson** for any future opportunities where her compassion, dedication, and teamwork will continue to be of great value.

If you have any questions or require further information, please feel free to contact us at **(217) 555-8742** or **info@helpinghandscc.org**.

Sincerely,  
(Signature)  
Sarah L. Martinez  
Volunteer Coordinator  
Helping Hands Community Center