

Community Service Verification

Dear [Mr/Ms./Mrs. Last Name]:

I am writing to confirm that Ms. Jane Doe completed community service with the Community Animal Shelter. It gives me pleasure to inform you that Ms. Doe served consistently and eagerly, providing substantial support for our organizational goals. Therefore, I am pleased to verify that Ms. Doe completed 100 hours of community service with our organization.

Specifically, Ms. Doe helped clean the cages and assisted with other basic maintenance tasks. She spent extra time during her volunteer experience to play with the animals, petting the cats and taking the dogs out to the recreation area. Ms. Doe made herself available as needed to help with the basic care our animals need, proving herself to be a real asset to our team.

The Community Animal Shelter is a nonprofit organization dedicated to providing care to animals throughout the city. We shelter animals in need, providing lifesaving care and promoting rehabilitation and adoption. In order to offer the best care possible for our animals, we rely on volunteers. These volunteers interact with the animals for their comfort, recreation and health. When Ms. Doe approached us about volunteer opportunities, I was struck by her obvious love of animals. Her interest in helping our four-legged friends made her a good fit, and her time volunteering was meaningful for her and the animals.

For your reference, a certificate for the same has been enclosed with this letter. If any other information is needed, please feel free to contact me at 555-555-5555.

Sincerely,

[Signature]

[Your Name]

Sample Community Service Completion Letter

Anthony S. Fauci



Sample Community Service Completion Letter:

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