

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 Letter Of Community Service Completion

Mary Ann De Vries



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Public Relations as Communication Management Richard E. Crable, Steven L. Vibbert, 1986 *The Hudson Triangle* ,1919 The Prentice-Hall Complete Secretarial Letter Book Mary Ann De Vries, 1978 Contains nearly 400 model letters memos and forms to enable you to save on your letter writing time **Hardware Journal** ,1922 **The Minister's Complete Guide to Successful Retirement** Norman M. Lobsenz, 1955 **Prentice Hall's Complete Desk Reference for Office Professionals** Mary Ann De Vries, 2000 Prentice Hall's Complete Desk Reference for Office Professionals is your one volume answer source for virtually any question or problem you could face in the course of a business day. Containing more than 1,200 definitive entries, this essential desk reference provides all new up-to-the-minute coverage of such topics as business etiquette, time management, filing systems, database management, the Internet, videoconferencing, bookkeeping, budgeting, business credit and financing, collecting on delinquent accounts, business law, insurance, purchasing and fund transfers. Each chapter is organized alphabetically and each entry is thoroughly cross-referenced for ease of use. **BOOK JACKET** Title Summary field provided by Blackwell North America Inc. All Rights Reserved *The Complete Book of Contemporary Business Letters* Strategic Communications, 1996 *National Safety News* ,1928 Vol 73 include the section ASSE journal 1956

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