

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Bowling Green State University
[Department/Office Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in submitting my community service hours as part of my involvement with [specific organization or activity] during [specific timeframe].

I have dedicated [number of hours] hours towards [describe the community service project] where I [briefly describe your role and contributions]. This experience has enhanced my understanding of [mention any skills, values, or lessons learned related to community engagement].

I have attached [list any documents, such as forms or verification letters] to support my submission. Thank you for considering my application for recognition of my community service.

Sincerely,

[Your Name]
[Student ID (if applicable)]
[Your Major/Program]