

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval for community service in relation to my recent requirement to install an ignition interlock device as part of my [specific case, e.g., DUI] conviction. I understand the importance of completing community service as part of my obligations, and I am committed to fulfilling this requirement.

To demonstrate my commitment to the community, I propose to complete my community service at [Name of Organization or Location] where I will [brief description of the type of service you will provide]. I believe that this service not only contributes positively to the community, but it also allows me to take this opportunity to make amends for my past actions.

I am seeking your approval to proceed with this community service and to ensure it is properly documented as part of my requirements. Please find attached any necessary forms or identification to facilitate this request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Case Number (if applicable)]