

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request verification of my community service hours completed at [Organization Name] from [Start Date] to [End Date].

During this period, I engaged in [briefly describe the nature of the service, e.g., volunteering with youth programs, participating in community clean-up events, etc.], totaling [number of hours] hours of service.

I would greatly appreciate your assistance in confirming these hours. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]