

[Your Organization's Letterhead]

[Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

Subject: Certification of Volunteer Service

We hereby certify that you have served as a volunteer with [Organization Name] from [Start Date] to [End Date]. During this time, you have contributed [number of hours] hours toward [specific activities or responsibilities, e.g., community service projects, events, etc.].

Your commitment to [specific mission or goals of the organization] has greatly impacted our community and our organization. We appreciate your dedication and hard work.

If you have any questions or need further information, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Phone Number]

[Email Address]