[Your Name]

[Community Center]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter to verify the community service work undertaken by Mr. James at our [organization]. Mr. James is a very hardworking person who is dedicated towards the work tasks assigned and is always willing to accept challenges.

We at [organization] provide artificial limbs for those unfortunate persons who by any reason have lost their limbs so that they too can live a normal life as others. For this, we have a qualified doctor who after careful examination of the patient goes on with preparing the limb. James approached us at the peak moment for volunteer work when we were on the way to organizing different programs for these individuals. James has been very kind to our clients. He has demonstrated excellent motor skills when it came to handle these individuals.

He has mastered the art of making the patients move with the limbs attached to them without any difficulty. He makes them feel as if nothing has happened to them.

He has successfully completed the 100-hour time with us. We are proud to have worked with him. For further queries please call us on 111-564-789 or simply email at [EMAIL].

Sincerely,

[Your Name]

[Title]