[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 done by Miss Susan at our institute for special education. Susan is a gem, one of kind that every institute would ever need. She has worked selflessly throughout her volunteer period.

We at [organization] provide special education to children who are handicapped either by birth or by becoming a victim of a certain accident. These children are special for us in every manner. We provide these kids with education so to make them able to survive in this society. We have hired teachers who have been given the training to deal with these special ones. Many people approach us for volunteer purpose in the vacation time. It was this time when Susan requested us to be a volunteer.

It was certainly our pride to have worked with her. During her volunteer period, she was not only able to develop a close association with the children but also carried programs to bring parents and children close to each other.

She has successfully completed her 80-hours volunteer work with us. For any more queries contact us on the following 344-567-098.

Sincerely,

[Your Name]

[Title]