[Your Name]

[Community Center]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This is to verify that Mr. John has worked with us at our community store. He has been a very kind and polite individual. We placed him at the till of our store for billing purpose. We were surprised to see that John learned his work within no time.

He efficiently filled out customer bills without any delay. He demonstrated a true hard worker. He introduced new ideas within the billing system which produced great results. Moreover, he also guided customers in the grocery when they faced any difficulty or when they got confused in buying.

He has successfully completed his 70-hour volunteer work with us. For any queries please contact us on 676-098-000.

We truly appreciate his hard work and look forward to work with him in future.

Sincerely,

[Your Name]

[Title]