This letter is to verify that ___________________________ completed _________ hours as a 
(Student’s Name) 
volunteer for __________________________________________ on __________ at 
(Name of Organization)                                                      (Date) 
____________________________________________________.
(Event) 
Supervisor at Volunteer Site-Name/Title                                                   Phone number 
___________________________________ 
___________________________________ 
Supervisor Email address 
Supervisor Signature 

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