Date: [Insert Date]

[Recipient]  
[Title]

[Company]  
[Address 1]  
[Address 2]  
[Address 3]

Dear [Recipient]:

This letter confirms that STUDENT’S NAME volunteered time at YOUR COMPANY NAME.

|  |  |  |
| --- | --- | --- |
| Date of Service | # of Hours | Description of Work |
| 1/03/2012 | 4 |  Cleaned and polished instruments   Wound instrument cables   Cleaned computers |
| 1/04/2012 | 3 |  Filed papers   Cleaned and organized office |

**Total Hours: 7**

*Edel was very diligent in the work. He arrived on time and was very diligent in accomplishing the tasks.*

If you need further information, please email me at EMAIL ADDRESS.

Sincerely,

Edel Alon  
[Your Title]