



Development and Alumni Relations

Community Service Letter

This is to confirm the information below that _____ has completed Community
(Student Name)

Service by serving _____ volunteer service hours with _____ .
(Hours) (Organization Name)

To be completed by the Community Service Supervisor :

Name: _____

Title: _____

Email: _____ Phone: _____

Name of the organization where service was completed:

Please describe the work completed by the student:

Please describe student performance:

Signature