community service letter

#7, Gleam’s Street,

London, GR88

Date :- 25th July 2013

Sub :- Verification letter for community service

Dear Sir,

I am hereby writing this letter to verify and confirm the community service undertaken by Mr. Richard Thomas at our charitable organization. Richard is a very hard working and dedicated person who would always put in the best possible efforts.

We at Novice Children’s Trust work for the benefit of underprivileged children and need volunteers from time to time to help us in this project. Few months back, Richard came forward and helped us in reaching out to the underprivileged and poor children in the Derby Street region. He ensured that the parents of the children understood the mission that our organization was working for and thus it helped us majorly in succeeding in enrolling these children for our program. Besides Richard also engaged in popularizing our organization mission that gave us both the financial assistance as well as community participation by many organizations.

I hereby confirm that Richard has put in about hundred hours of community service and a certificate for the same is enclosed along with this letter for your reference.

We would be glad to provide any other information if needed.  You can reach us on 111-222-8888 or email us at help@novice.com.

Yours sincerely,

Carl Lewis

Novice Children’s Trust