**Community Service Letter**

This is to confirm the Information below that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has completed Community Service with outstanding Commendation of \_\_\_\_\_\_\_\_ having completed the \_\_\_\_\_\_\_ number of works completion in the organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Student Name:

Title:

Contact information (email/phone):

Name of organization where service was completed:

Please describe service completed by the student:

Please describe student performance:

Do you recommend the student to receive a community service letter for his/her service work?

\_\_\_\_ yes \_\_\_\_ no

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature