



[Date]

Re: Confirmation for Volunteer Work - [Name of the Recipient]

It is a great pleasure to inform you that [Name of the Person] has completed [His/Her] work as a volunteer with [Name of the Organization/entity]. This is the confirmation letter of [His/Her] volunteer work.

[Full Name of the Person] | FAMU Email | FAMU ID#

[Name of the Person] has worked from [Date] to [Date] with immense dedication. During this period, [He/She] has served us for [Hours] per day, total [total number of hours awarded]. [Name of the Person] provided/performed, [State the service provided/performed].

If you have questions, please do not hesitate to contact me at [entity's email] or [entity's contact number].

[Original Hand-Written Signature Here]

[Approvers full name] [credentials if applicable]

[Name of Organization/Entity]

[Title of Job]

[Address, Zip Code]

[Phone]

[Email]



FLORIDA A&M UNIVERSITY

H. MANNING EFFERSON
STUDENT UNION & ACTIVITIES

[Date]

Re: Confirmation for Volunteer Work - [Name of the Recipient]

It is a great pleasure to inform you that [Name of the Person] has completed [His/Her] work as a volunteer with [Name of the Organization/entity]. This is the confirmation letter of [His/Her] volunteer work.

[Full Name of the Person] | FAMU Email | FAMU ID#

[Full Name of the Person] | FAMU Email | FAMU ID#

[Full Name of the Person] | FAMU Email | FAMU ID#

The students/members listed above performed services from [Date] to [Date] with immense dedication. During this period, a total of [total number of hours awarded] have been award to each student/member. The Students/members provided/performed, [State the service provided/performed].

If you have questions, please do not hesitate to contact me at [entity's email] or [entity's contact number].

[Original Hand-Written Signature Here]

[Approvers full name] [credentials if applicable]

[Name of Organization/Entity]

[Title of Job]

[Address, Zip Code]

[Phone]

[Email]