



Thank you for the opportunity to serve your organization. Please take a moment to complete the below information for our volunteer.



Date: _____

Dear G.I.V.E Volunteer Coordinator,

Please let this letter serve as confirmation of _____(Volunteer's name)

volunteer activities in support of _____(Organization's name).

He/She had volunteered _____ hours between October and December 2015.

Please feel free to contact me if you require any additional information.

Sincerely,
