

Organization Logo

**314.111.2222**

PO Box 63xxx

City, State ZIP

www.test.org

January 20, 2022

To whom it may concern:

This letter is to confirm that "Kid Name XXXX" has completed 50 total hours of service this summer as a Counselor at Organization XXX.

During her time with us, "Kid Name XXX" assisted "WITH THE WORK THEY DID".

We would like to personally thank "Kid Name XXX" for her contribution of time and talent. Please feel free to contact me with any questions you should have. We have greatly enjoyed having her as a Counselor and are positive that she will continue to make a positive influence on her community.

Thank you,

**Supervisor Name**

Title

Email:

Phone: