*This letter is a sample only.*

**Community Service Documentation Cover Letter**

*Duplicate on program letterhead*

Date

Client’s Community Service Supervisor

Title

Organization

Street Address

City, State Zip Code

Dear Mr./Ms. ,

[Client Name] has applied to [Name of Program] as a client for a high school diploma. Credit toward this diploma may be given for entry-level skills acquired through the performance of community volunteer activities, provided that the activities were completed within the past 12 months. One credit may be granted for volunteer activities for a minimum of 100 hours or more of community service/volunteer work with an approved agency or institution. One-half credit may be granted for 50-99 hours or more of community service/volunteer work with an approved agency or institution.

The volunteer coordinator or supervisor must verify that the volunteer has learned entry-level skills that could qualify for real-world job experience and that [Client Name] submits an accurate description of the knowledge, skill, and abilities used in the volunteer work and a suggestion of what job title might best fit the work completed.

As the volunteer coordinator of [volunteer organization name], you have been familiar with the services provided by this volunteer. We would appreciate a brief statement from you verifying his/her participation in the program and, whether, in fact, entry-level skills were learned or demonstrated, as described by [Client Name]. If a description of the job duties is available, please include it.

Thank you for your cooperation and assistance.

Sincerely,

Signature of School Counselor

[Name of School Counselor], School Counselor
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Signature of Student
[Name of Student]