

**Sample Letter for GIVER Program  
Confirmation of Volunteer Hours with an External Agency.**

ABC Organization  
144 Rice Howard Way  
Edmonton, AB T6K 2K8

April 15<sup>th</sup>, 2010

NAITSA Campus Clubs Manager  
11762-106 Street, Suite 4000 Rm E133  
Edmonton, AB T5G 3H4

To Whom It May Concern:

Re: Jane Volunteer

This letter is to confirm that Jane Volunteer completed 75 hours of unpaid volunteer work at ABC organization as a volunteer receptionist.

Her duties included answering a 10-line phone, providing our client and customers with a high level of customer service and data entry.

If you require any further confirmation of the hours please contact Patrick Smith at 888-9900.

Patrick Smith  
Volunteer Coordinator  
ABC Organization