

Verification/Instructions and Letter

***** Please Read carefully *****

Instructions:

Any organization you choose must be able to provide a letter on their on corporate letterhead with a logo in the format listed below. An ink stamp or raised seal will be accepted.

If the organization is unable to provide a letter to our specifications, you need to locate another organization that can, even if it's a listed organization.

Make sure you check with the organization before you start your community service hours.

Letter Format:

Date

*Mallory F. Eckman
Community Service Coordinator
Office of the State's Attorney for Worcester County
106 Franklin Street
Snow Hill, MD 21863*

Re: Case No. (List case number)

Dear Mrs. Eckman,

This letter is to inform you that (person's name) has completed (Number of Community Service Hours) of community service with the (Your Organization).

Please include a brief description detailing what the individual did while competing community service at your location.

Sincerely,

*(Supervisor's hand signature)
(Supervisor's printed name)
(Supervisor's printed title)
(Supervisor's contact phone number)*

If the letter is in any variation other than the above format, it will be rejected.

All proof of community service must be in formal letter form; a work sheet may be attached, but will not be accepted by itself.

Acceptance of your verification letter is within the sole discretion of the State's Attorney's Office.

This office does not send confirmation of received community service.

Please contact this office to confirm.

Revised 2/14/18

