

CSP Sample Letter

Organization's Name

Address

Phone Number

Email Address

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)

Please have the organization fill out your verification letter using the format shown above. The letter should include all of the information listed above including a date and hand signed signature.