

Sample Volunteer Letter

Letter must be on letterhead and signed by the supervisor

(DATE)

Designated School Official
Office of International Student Services
Pepperdine University
Malibu, CA 90263-4246

Dear Designated School Official:

This is to certify that **(STUDENT NAME)** will provide services as an unpaid volunteer at **(ORGANIZATION NAME), a non-profit organization**, from ____ / ____ / ____ until ____ / ____ / ____.

The services described below are provided by the volunteer for public service, religious or humanitarian objectives, and are not associated with or similar to a training program which would be given in an educational environment, or associated with or similar to services performed for pay.

Description of duties:

Additional information may be obtained from this office upon request.

Sincerely,

Name
Title
Signature