

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 that are administered by non-profit organizations
- are not associated with or similar to a training program which would be given in an educational environment
- are not associated with or similar to services performed for an internship
- are not associated with or similar to services performed for pay

Description of services:

Additional information may be obtained from this office upon request.

Sincerely,

Name
Title
Signature