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Date

Re: Confirmation of Student Volunteer Hours

To Whom It May Concern:

I would like to take the opportunity to thank (first and last name) and acknowledge their commitment to ***Spin4Kids Plus*** 2016 held on Saturday March 5th at (insert event name).

***Spin4Kids Plus*** is a national one day, 8 hour fun fitness fundraiser in support of GoodLife Kids Foundation. All funds raised support community programs to help get Canadian kids more physically active.

(First name) was part of an important group of volunteers whose assistance was key to our event’s success. (He/She) contributed (#) hours and assisted with (assigned tasks).

If further information is required, please contact me at (insert phone or email).

Sincerely,

(First and last name)

***Spin4Kids Plus*** Volunteer Coordinator

(Event location)