Dated: DATE

**To Whom It May Concern**

This letter is to certify that ***NAME*** has volunteered his/her time at EVENT, a community service project. (S)he has volunteered for HOURS.

On behalf of the Rotary Club of Plainsboro, North and South Brunswick, we would like to extend our heartfelt thank you for your volunteerism, hard work and selfless service in completing the event successfully.

We are very grateful for your service and wishing you all the best.