

Verification Instructions and Example Verification Letter

Instructions:

Any organization you choose must be able to provide a letter on their letterhead with a logo in the format listed below. An ink stamp or raised seal will be accepted.

If the organization is unable to provide a letter to our specifications, you need to complete your service at another organization listed on the guidelines.

Make sure you check with the organization before you start your community service hours.

Letter Format:

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 (name of organization).

(Please include a brief description detailing what the individual did while completing community service for your organization.)

Sincerely,

*(Supervisor's hand signature)
(Supervisor's printed name)
(Supervisor's printed title)
(Supervisor's contact phone number)*

If the letter is in any variation other than the above format, it may be rejected.

All proof of community service must be in formal letter form; a work sheet may be attached, but will not be accepted by itself.

Acceptance of your verification letter is within the sole discretion of the State's Attorney's Office.

This office does not send confirmation of received verification letters. Please contact this office to confirm if you have not received email confirmation from the Community Service Coordinator.

Revised: 1/23/19