

Sample Letter from an organization (7 components needed)

① Company
Letter-head



The Mannheimer Foundation, Inc.

"Dedicated To Quality And Excellence"

January 11, 2022

Date

TO WHOM IT MAY CONCERN

Re: Mr. Samuel [REDACTED]

Dear Sir/Madam,

This letter is to certify that Mr. Samuel [REDACTED] has been working as a volunteer here at our Homestead facility – since July 2nd, 2020, accumulating a total of **350.59** working hours from June 1st 2021 to today's date.

During his time here, Samuel has always worked diligently and effectively on all tasks he is expected to complete. He has had the chance to learn some aspects of nonhuman primate medicine and management through his active participation in our daily clinical activities, research support procedures, health surveillance procedures, and particularly the enrichment program.

An important aspect of our enrichment program entails the distribution of food items (i.e. fruits, vegetables, frozen treats, etc.) to the animals housed in outdoor enclosures, and keeping detailed records of those activities into the husbandry/enrichment logs.

If you need any additional information about Samuel's activities at the foundation, feel free to contact me at your convenience.

Sincerely yours,

Noreen Hoglund → Signature ⑥

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⑦ Contact info. of person who ~~wrote~~ wrote your letter