Community Service Reflection Letter Requirements

☐ Letter must be 1-page, single spaced, 12-point font, 1 inch margins.

☐ Letter must follow business letter format and include the following components:
  o Date
  o Business address
  o Greeting
  o Body
  o Closing
  o Signature

☐ Letter must include three parts:
  o A thank you to the organization for allowing you to complete your service hours at their site
  o A section about why you believe the work the agency is doing is important to Athens-Clarke County (or the community they engage with, ex. UGA, Atlanta)
  o Personal reflections regarding ways in which you plan to contribute to your community and/or changes that you will implement in your own life as a result of this experience

☐ If you have further questions regarding the completion of your community service reflection letter, please contact your conduct officer at (706) 542-1131.