INSERT AUU CLUB LETTERHEAD HERE [WHERE POSSIBLE]

[INSERT DATE]

Dear Adelaide Graduate Award Coordinator,

I wish to confirm [INSERT FULL NAME] participation as [INSERT ROLE] for [INSERT AUU CLUB].

[INSERT NAME] volunteered in this role from [INSERT DATES e.g. “January 2021 – August 2021”] and contributed a total of [INSERT NUMBER] hours.

Yours sincerely,

[INSERT SIGNTAURE]

[INSERT FULL NAME]

[INSERT CLUB ROLE/TITLE AND AUU CLUB NAME]

[INSERT EMAIL AND PHONE CONTACT]