



University of Georgia
Division of Student Affairs
Department of University Housing
Office of Judicial Programs

Community Service Reflection Letter Requirements

- Letter must be at least one page long, single spaced, with a 12-point font.
- Letter must follow business letter format and include the following components:
 - Date
 - Business Address
 - Greeting
 - Body
 - Closing
 - Signature
- Letter must include three parts:
 - A “thank you” to the organization for allowing you to complete your service hours at their site.
 - A section describing why you believe the work the agency is doing is important to Athens-Clarke County.
 - Your personal reflections regarding the ways that 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 Hearing Officer.