



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO  
CRIMINAL LAW DIVISION**

**Fairfield Branch**  
600 Union Avenue, Suite 151  
Fairfield, CA 94533

**Vallejo Branch**  
321 Tuolumne St.  
Vallejo, CA 94590

**COURT CASE NO.** \_\_\_\_\_

**NUMBER OF HOURS:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

The bearer of this letter has requested volunteer work with your **non-profit** agency. If this is agreeable with you, please supervise this person's work, monitor his/her hours, and have the volunteer return this letter to the court.

**NAME OF VOLUNTEER:** \_\_\_\_\_

**QUALITY OF WORK:** (Circle one)

Excellent

Good

Average

Unsatisfactory

***For verification purposes this portion to be filled out by the non-profit organization and must be completed in full:***

Name of non-profit organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

TAX ID #: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Telephone No. of Supervisor: \_\_\_\_\_

Thank you for your cooperation.

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**COMMUNITY SERVICE**