

## Confirmation of Volunteer Hours Support Sample Format

**To:** Dalhousie University, School of Physiotherapy Admissions, [ptadmissions@dal.ca](mailto:ptadmissions@dal.ca)

**Subject:** Volunteers Hours for (last name of candidate)

Dear Admissions Committee:

My name is *(enter name of referee)*. I am a *(enter job title and affiliation organization / business / company in which the student has completed their volunteer hours - i.e. Physiotherapist working at Cape Breton Regional Hospital)* and can confirm that *(name of student)* completed *(X hours)* of unpaid volunteer work with our/my organization on or after Sept 2018.

*(Name of Student)* started volunteering on *(enter date including day, month and year)* and had responsibilities in this position including *(describe some of the responsibilities)* during this time.

Sincerely Yours,

*(Enter name of referee)*

*(Enter contact details of the referee)*

### **Notes for the Referee:**

The above text provides a template that includes the minimum amount of information needed for the applicant to confirm volunteer hours with you. By sending this letter to [ptadmissions@dal.ca](mailto:ptadmissions@dal.ca) as an attachment (.pdf) or sending an email to [ptadmissions@dal.ca](mailto:ptadmissions@dal.ca) with this letter content included in the body of the email you are confirming the unpaid volunteer hours stated. These hours will be used as admissions criteria for the Applicant to the School of Physiotherapy at Dalhousie University.

When sending your email, please use the "Subject line" as shown above. If you are attaching a file, please ensure it is a .pdf, saved with a filename that includes the last name of the applicant (e.g. Lastname\_Volunteer\_confirm.pdf)

**The School of Physiotherapy only considers volunteers that began on or after Sept. 2018  
Please ensure that it is clear that refereed hours occurred after this date.**