

SAMPLE VOLUNTEER LABOR LETTER

(print on letterhead)

February 1, 2010

Labor Standards Officer
OCRA
One North Capitol, Suite 600
Indianapolis, IN 46204

To Whom It May Concern:

I, _____, do hereby certify that I will volunteer _____ hours of labor on the construction of the _____ Project. I certify that I am absolutely not receiving any compensation from any source for my labor on this project, and that I am performing these services on a volunteer basis only. I further certify that I am not employed in the construction of this project in any way other than the services which I am performing on a volunteer basis.

Sincerely,

Signature

Date