



Hour Exchange Portland

516 Congress Street
Portland, Maine 04101
(207) 874-9868

To Whom This May Concern:

This letter is written to inform you that _____ is a member of Hour Exchange Portland. She/he has earned adequate time dollars to attend a Portland Adult Education Class. Her/his Hours will be debited from the member account and credited to Portland Adult Education's account

Thank you for being an educational partner and member of Hour Exchange Portland.

Class Title: _____

Number of Time Dollars Charged to Member Account: _____

Signed & Approved: _____

Date: _____

The Hour Exchange, formerly the Portland Time Bank, is a service exchange program, based on the currency of time that empowers individuals to utilize their assets, to enhance their lives, neighborhood and community.