

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a character reference for [Volunteer's Name], who is applying for a volunteer position at [Organization's Name]. I have known [Volunteer's Name] for [duration] and have had the privilege of witnessing their dedication and commitment to making a positive impact in our community.

[Volunteer's Name] possesses a strong work ethic and a compassionate spirit. They have consistently demonstrated their ability to collaborate well with others and communicate effectively, making them an ideal candidate for a volunteer role. I have seen [him/her/them] [give a specific example of their volunteer work or relevant skills].

Furthermore, [Volunteer's Name] exhibits qualities such as reliability, empathy, and enthusiasm that will undoubtedly contribute to the success of your organization. I am confident that [he/she/they] will bring the same level of dedication and passion to the volunteer position at [Organization's Name].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or specifics regarding [Volunteer's Name]'s character and qualifications.

Thank you for considering this application.

Sincerely,

[Your Name]