

# Personal Reference Letter for Volunteer Work

[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 personal reference for [Volunteer's Name], who volunteered with [Organization Name] from [Start Date] to [End Date]. During this time, [he/she/they] demonstrated remarkable dedication and commitment to [his/her/their] role.

[Volunteer's Name] consistently [describe a specific quality or contribution, e.g., "showed empathy while working with our community members"]. [He/She/They] would arrive on time, enthusiastic and ready to help. [He/She/They] also took the initiative to [mention any specific task or project], which greatly benefited our organization.

I have no doubt that [Volunteer's Name] will bring the same level of commitment and passion to any future volunteer opportunities. [His/Her/Their] positive attitude and ability to work well with others make [him/her/them] an excellent candidate for any volunteer position.

If you have any further questions about [Volunteer's Name]'s performance, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]