

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Volunteer Name] for the volunteer position at [Organization Name]. I have had the pleasure of working with [Volunteer Name] for [duration] at [Your Organization Name], where they have consistently demonstrated [skills/qualities related to the position].

[Volunteer Name] has contributed significantly through [describe specific examples of involvement, skills, or projects]. Their ability to [mention specific skills or traits] has made them a valuable part of our team.

I am confident that [Volunteer Name] will bring the same dedication and enthusiasm to your organization. They are dependable, hardworking, and genuinely passionate about [mention relevant causes or activities].

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for considering this remarkable candidate.

Sincerely,

[Your Name]