

[Your Name]  
[Your Title]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for volunteer service with [Organization's Name]. As a high school counselor at [School Name], I have had the pleasure of knowing [Student's Name] for [duration] and have witnessed their commitment to their community and peers.

[Student's Name] has consistently demonstrated exceptional qualities such as leadership, empathy, and dedication. They have actively participated in [specific activities or initiatives] that highlight their passion for helping others and willingness to take initiative.

I am confident that [Student's Name] would be a valuable asset to your organization, bringing a positive attitude and commendable work ethic to any tasks they undertake. I highly recommend them for your volunteer program.

Thank you for considering this recommendation. Please feel free to contact me if you have any questions or require further information.

Sincerely,  
[Your Name]  
[Your Title]