

Community Service Reference Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[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 has been an active participant in [specific community service program or event] from [start date] to [end date]. During this time, [he/she/they] demonstrated exceptional dedication and commitment to serving our community.

[Volunteer's Name] has shown remarkable qualities such as compassion, reliability, and a strong work ethic. [He/She/They] took on various responsibilities including [list specific tasks or roles], and [he/she/they] consistently performed these duties with enthusiasm and professionalism.

I have witnessed firsthand the positive impact [Volunteer's Name] has made on our community and the lives of those [he/she/they] helped. [His/Her/Their] ability to work collaboratively and uplift those around [him/her/them] is commendable.

Based on my experience working with [Volunteer's Name], I wholeheartedly recommend [him/her/them] for any opportunities [he/she/they] seeks. I am confident that [he/she/they] will continue to be an asset to any future projects or organizations.

Thank you for considering this reference. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]

[Your Position or Title, if applicable]