

Community Service Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Student's Name] for college admission. As a volunteer at [Organization/Program Name] where [he/she/they] contributed [specific hours/activities], I have witnessed [his/her/their] commitment and dedication firsthand.

During [his/her/their] time with us, [Student's Name] demonstrated exceptional qualities including [mention specific qualities such as leadership, teamwork, compassion]. [He/She/They] took on responsibilities such as [list specific tasks or roles], making a significant impact on our community.

What impressed me the most was [student's name]'s ability to [provide a specific example or incident that highlights the student's qualities]. Such experiences have prepared [him/her/them] not only for college but for a future dedicated to service and leadership.

I wholeheartedly support [Student's Name] application and believe [he/she/they] will thrive in a college environment, continuing to contribute positively to the wider community.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any further questions.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]