

Community Service Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to recommend [Intern's Name] for an internship opportunity. I have had the pleasure of working with [him/her/them] during [his/her/their] time at [Community Organization/Project Name], where [he/she/they] served as a volunteer from [Start Date] to [End Date].

Throughout [his/her/their] time with us, [Intern's Name] demonstrated exceptional commitment, responsibility, and a strong work ethic. [He/She/They] contributed significantly to [describe specific projects or services], displaying [his/her/their] ability to work collaboratively with others while also taking initiative on independent tasks.

Furthermore, [Intern's Name] showed [insert qualities such as leadership, dedication, communication skills, etc.]. [His/Her/Their] passion for [relevant field or cause] was evident, and [he/she/they] consistently went above and beyond to make a positive impact on our community.

I am confident that [Intern's Name] will bring the same enthusiasm and dedication to [his/her/their] internship as [he/she/they] did in [his/her/their] community service role. I wholeheartedly endorse [him/her/them] for any opportunities that come [his/her/their] way.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Community Organization Name]

[Your Contact Information]