

# Competency Endorsement Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

**Dear [Recipient Name],**

I am writing to formally endorse [Volunteer's Name] for volunteer opportunities with [Organization Name]. Having worked with [him/her/them] for [duration] at [Your Organization/Context], I have witnessed [his/her/their] exceptional skills and dedication firsthand.

[Volunteer's Name] has consistently demonstrated [specific competencies related to the volunteer role, such as strong communication, teamwork, leadership, etc.]. [He/She/They] has a remarkable ability to [provide specific examples of competencies, achievements or contributions].

Additionally, [he/she/they] possesses a strong commitment to [mention relevant causes or skills related to the organization's mission], making [him/her/them] an excellent fit for your team.

I wholeheartedly endorse [Volunteer's Name] for any volunteering position [he/she/they] wishes to pursue within your organization. I am confident that [he/she/they] will make a significant positive impact.

Should you require any further information or specific examples, please do not hesitate to contact me at [Phone Number] or [Email Address].

**Sincerely,**

[Your Name]

[Your Position/Role, if applicable]

[Your Organization, if applicable]