

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I am writing to enthusiastically endorse [Candidate's Name] for the internship volunteer position at [Organization's Name]. Having known [him/her/them] for [duration] in [context], I can confidently say that [he/she/they] possesses the skills and dedication necessary for success in this role.

[Candidate's Name] has demonstrated [specific skills or qualities], making [him/her/them] an excellent fit for your team. [He/She/They] approaches tasks with [a positive attitude/a strong work ethic] and has shown a commitment to [specific mission or values of the organization].

I believe [Candidate's Name] would be a valuable asset to your organization and strongly recommend [him/her/them] for this opportunity. Please feel free to contact me at [your email] or [your phone number] should you need any more information.

Thank you for considering this endorsement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]