

Recommendation for [Volunteer Name]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

To Whom It May Concern,

I am writing to wholeheartedly recommend [Volunteer Name] for the [specific volunteer opportunity] with your organization. In the time that I have known [him/her/them], I have been consistently impressed by [his/her/their] dedication and passion for helping others.

[Volunteer Name] has demonstrated an exceptional ability to [describe specific skills or qualities, e.g., communicate effectively, lead projects, work collaboratively, etc.]. One notable example of [his/her/their] impact is when [provide a specific example of their contribution or achievement]. This experience highlighted not only [his/her/their] skills but also [his/her/their] genuine compassion for the community.

I am confident that [Volunteer Name] will bring the same level of enthusiasm and commitment to your organization. [He/She/They] has a natural ability to inspire those around [him/her/them] and will undoubtedly make a positive contribution to your team.

If you have any further questions, please feel free to contact me at [your phone number] or [your email address]. I am more than happy to provide additional insights into [Volunteer Name]'s qualifications.

Thank you for considering this recommendation.

Sincerely,
[Your Name]