

Personal Recommendation Letter

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Organization's Name]
[Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the community service role at [Organization's Name]. I have had the pleasure of knowing [him/her/them] for [duration] and have witnessed [his/her/their] dedication to [specific activities/community].

[Candidate's Name] has consistently demonstrated [his/her/their] commitment to making a positive impact through [examples of volunteer work or community involvement]. [He/She/They] is not only reliable but also brings enthusiasm and a collaborative spirit to every project.

I am confident that [his/her/their] skills and passion will significantly benefit your organization and the community you serve. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Thank you for considering this recommendation.

Sincerely,

[Your Name]