

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

[Recipient's Name] [Recipient's Title] [Hospital Name] [Hospital Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation regarding my application for a volunteer position at [Hospital Name]. Having had the opportunity to volunteer alongside dedicated professionals in the healthcare field, I truly value the experience and the impact it has made on my personal and professional growth.

As you know, my time volunteering in [specific department/service] allowed me to develop skills in [mention relevant skills or experiences], which I believe will contribute positively to my role at [Hospital Name]. Your insight into my capabilities and work ethic would greatly enhance my application.

If you agree to assist me, I would be happy to provide any additional information you may need to support the recommendation process. Thank you for considering my request, and I appreciate your time and support.

Sincerely,

[Your Name]