

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Volunteer's Name] for [specific opportunity, position, or program] at [Recipient's Organization]. I have had the pleasure of working with [him/her/them] at [Your Organization's Name] for [duration], where [he/she/they] volunteered as [Volunteer's Role]. Throughout [his/her/their] time with us, [Volunteer's Name] demonstrated exceptional [skills, qualities, or attributes relevant to the opportunity]. [He/She/They] was instrumental in [specific contributions or projects], showcasing [his/her/their] ability to [describe important skills or achievements].

[Provide specific examples that highlight the volunteer's impact, dedication, or skills.]

I am confident that [Volunteer's Name] will bring the same passion and dedication to [Recipient's Organization]. [He/She/They] has my highest recommendation, and I am sure [he/she/they] will be an asset to your team.

If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]