

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

Dear [Recipient's Name],

I am writing to provide a character reference for [Volunteer's Name], who has volunteered with [Organization Name] from [Start Date] to [End Date]. During this time, I have had the pleasure of working closely with [him/her/them] and can confidently attest to [his/her/their] commitment, integrity, and dedication to our cause.

[Briefly describe the volunteer's role and responsibilities.]

Throughout [his/her/their] time with us, [Volunteer's Name] has consistently demonstrated exceptional qualities, including [list specific qualities, such as reliability, teamwork, leadership, and compassion].

[Provide a specific example that illustrates these qualities.]

In addition to [his/her/their] work ethic, [Volunteer's Name] has a natural ability to connect with others and has made a positive impact on both our team and the communities we serve. [Provide a specific example of a positive interaction or outcome.]

I wholeheartedly recommend [Volunteer's Name] for any future endeavors [he/she/they] chooses to pursue. [He/She/They] will undoubtedly bring the same level of enthusiasm and dedication to any organization or project. If you would like to discuss [Volunteer's Name] further, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this reference.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]