

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the volunteer position at [Organization Name]. I have known [Candidate's Name] for [length of time] and have witnessed [his/her/their] dedication and passion for [specific cause or area related to the volunteer position].

During the time I have worked with [Candidate's Name], I have been impressed by [his/her/their] [specific skills or qualities, e.g., leadership, communication, teamwork]. [Provide a specific example of a situation where the candidate demonstrated these qualities.]

In addition to [his/her/their] skills, [Candidate's Name] is also [mention any relevant personal qualities, e.g., reliable, compassionate, proactive]. [He/She/They] genuinely cares about making a positive impact in the community, which aligns perfectly with the mission of [Organization Name].

I wholeheartedly support [Candidate's Name]'s application for the volunteer position and believe that [he/she/they] will be a valuable asset to your team. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering [Candidate's Name] for this opportunity.

Sincerely,

[Your Name]

[Your Position/Relationship to the Candidate]