

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

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

Dear [Recipient's Name],

I am writing to provide my personal reference for [Volunteer's Name], who has volunteered with [Organization's Name] in the capacity of [Volunteer Role] from [Start Date] to [End Date].

During their time with us, [Volunteer's Name] demonstrated exceptional [skills/qualities] such as [specific examples of skills/qualities]. Their contributions helped us [mention specific achievements or projects].

[Volunteer's Name] is not only dedicated and hardworking, but they also possess remarkable [adjectives to describe character, e.g., interpersonal, organizational] skills that made a significant impact on our team and the community we serve.

I highly recommend [Volunteer's Name] for any future opportunities they seek. I am confident they will bring the same enthusiasm and commitment to any endeavor they pursue.

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

Sincerely,

[Your Name]  
[Your Position/Relationship to Volunteer]  
[Your Organization, if applicable]