

[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 recommend [Volunteer's Name] for the volunteer position at [Organization's Name]. I have had the pleasure of working with [him/her/them] for [duration] at [Previous Organization/Project], where [he/she/they] demonstrated exceptional skills and dedication.

During [his/her/their] time with us, [Volunteer's Name] was responsible for [describe major responsibilities or projects]. [He/She/They] exhibited [qualities or skills, e.g., leadership, compassion, teamwork] which contributed to the success of our initiatives.

One notable example of [his/her/their] commitment was [provide a specific example or achievement]. This not only showcased [his/her/their] ability to [relevant skills], but also inspired others around [him/her/them].

[Volunteer's Name] has an admirable passion for [relevant cause or area], and I am confident [he/she/they] will bring the same enthusiasm and dedication to the volunteer position at your organization.

I wholeheartedly recommend [Volunteer's Name] for this opportunity.

Please feel free to contact me at [your phone number] or [your email] if you need any more information or insights.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]