

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

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

Dear [Recipient's Name],

I am pleased to write this letter of reference for [Volunteer's Name], who has been a dedicated volunteer at [Organization/Program Name] from [start date] to [end date]. During this time, [he/she/they] has shown exceptional commitment and has made significant contributions to our team.

[Volunteer's Name] has demonstrated [specific skills, qualities, or achievements related to the volunteer work, e.g., leadership, teamwork, communication skills, etc.]. [He/She/They] is particularly skilled at [mention any specific tasks or roles, e.g., organizing events, working with children, etc.], which has greatly benefited our organization. In addition to [his/her/their] skills, [Volunteer's Name] is a pleasure to work with. [He/She/They] always comes with a positive attitude and a willingness to help others, making [him/her/them] an invaluable asset to our team.

I confidently recommend [Volunteer's Name] for [specific opportunity or position, if applicable] and believe that [he/she/they] will bring the same level of enthusiasm and dedication to this new role. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

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