

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Volunteer Experience Letter

Dear [Recipient's Name],

This letter is to certify that [Volunteer's Name] has volunteered with [Organization Name] from [Start Date] to [End Date]. During this time, [he/she/they] has contributed to our [specific program, event, or project] by [describe the tasks and responsibilities undertaken].

[Volunteer's Name] demonstrated skills in [list relevant skills or attributes, e.g., teamwork, communication, leadership] and made a positive impact on our organization and the community we serve.

[He/She/They] was a valuable member of our team, always willing to go above and beyond.

We appreciate [his/her/their] hard work and dedication and believe that [he/she/they] will excel in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]