

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

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

Dear [Recipient's Name],

I am writing to recommend [Volunteer's Name] for [specific position or opportunity] at [Organization's Name]. It has been my pleasure to work with [him/her/them] at [Your Organization/Program Name] during [duration of service].

During [his/her/their] time with us, [Volunteer's Name] demonstrated exceptional commitment and enthusiasm. [He/She/They] [describe specific contributions, skills, or projects they were involved in].

One of the qualities that stood out about [Volunteer's Name] is [describe a specific quality, skill, or achievement]. This was particularly evident when [provide an example of a situation].

[He/She/They] worked well with our team, and [his/her/their] positive attitude and willingness to help made a significant impact on our community. I firmly believe that [Volunteer's Name] would be a valuable asset to your organization.

If you have any further questions or require additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]