

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Volunteer's Name] for [specific role or opportunity] at [Organization Name]. Having had the pleasure of working alongside [him/her/them] during [mention duration or specific event], I can confidently attest to [his/her/their] dedication, skills, and passion for [mention relevant cause or field].

During [his/her/their] time with us, [Volunteer's Name] demonstrated exceptional [qualities relevant to the role, e.g., leadership, communication, teamwork]. [He/She/They] was instrumental in [describe specific contributions or projects], which significantly impacted our community.

[Volunteer's Name] possesses a unique ability to [mention relevant skills or attributes, e.g., connect with diverse groups, coordinate events, manage tasks], making [him/her/them] an invaluable asset to any team.

[He/She/They] approached each task with enthusiasm and a positive attitude, inspiring others to do the same.

I have no doubt that [Volunteer's Name] will excel in [his/her/their] role at [Organization Name], bringing the same level of commitment and energy as [he/she/they] did with us. I strongly support [his/her/their] application and am confident that [he/she/they] will contribute significantly to your organization's mission.

Please feel free to contact me at [your phone number] or [your email] if you need further information or specific examples of [Volunteer's Name]'s work.

Sincerely,

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