Name of Organization or Individual

[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

Dear [Insert recipient name]:

The purpose of this letter is to provide a recommendation for [insert first and last name], who has been a volunteer with [name of organization] since [year the person started volunteering]. In my role as [specify your job title or volunteer role] with [name of organization], I worked closely with [first name] on [list what you worked with the person on, such as certain projects, committees, etc.].

I would describe [first name] as being [list a few traits that describe the individual, such as dedicated, hard-working, talented, reliable, a team player, etc.]. [First name]'s volunteer duties included [specify the type of tasks the individual performed]. The quality of [her/his] work was outstanding [or another appropriate word]. [First name]'s volunteer efforts with and contributions to [name of organization] have had a positive impact and are greatly appreciated.

Based on my experience with [insert first and last name], I can wholeheartedly recommend [her/him] as an outstanding candidate for a [specify what the person is seeking such as a scholarship, a job, etc.] with [name of company, organization, school, etc.]. It is with great pride that I recommend [her/him] to your organization. Please contact me at [insert phone number] or [insert email address] if I can answer any questions.

Sincerely,

[Signature]

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