Recommendation letter template

(Note: This template was modified based on a template found online at Canuwrite.com)

Addressee Name & Title  
Addressee Address

Date

**Re: Recommendation for (Volunteer Name) for position as (Position Volunteer is Applying For)**

Dear (Title and name): or To whom it may concern:

My name is (first and last name) and I have known the (Name of Volunteer) for (number) years. S/He has volunteered/worked with/for me as a (Volunteer Position Title) at (organization name), where I am the (Your position title). I have held this position for (number) years.

I am writing to recommend that you consider (Name of Volunteer) for your (business, college, position, etc). In all my years of experience, some individuals stand out for their great qualities and (insert name of recommended) is one of those people. S/He is well known for her/his (insert personality qualities: intelligence, work ethic, positive attitude, teamwork mentality, leadership, diligence, etc). S/He is well respected throughout the organization for (something specific about recommended - being the "go-to" person for a certain skill, for getting things done, for meeting short deadlines, for accomplishing a task, etc). Throughout the time I've know him/her, s/he has shown me time and again that s/he is a positive, motivated leader with amazing potential.

During her/his time here, s/he played an important role in (project - organizing a fundraiser, volunteering on the staff, designing the web site, gaining accolades for the organization, invigorating the volunteer program, etc). In fact, s/he was so effective in this organization that (insert statement of measurable impact: eg. Her event connected our organization with ten new volunteers).

[Add more details about something they've done. Use more than one paragraph if necessary.]

In summation, due to her/his great attitude, dedication and excellent potential, I would heartily recommend that you accept (Name of Volunteer) for the (position). I am sure that s/he would not let you down and would be as great an asset to your team as s/he has been to mine.

Please don't hesitate to contact me if I can be of further assistance. I can be reached at (organization or personal phone number) or at (preferably organization email).

Sincerely,

Your name

Position title (as it relates to how you know the person, ie: St Anne's Church council president, Feed the Hungry vice president or Red Cross volunteer coordinator, etc)