[COMMUNITY SERVICE CENTER]

Your Name **|** Email

Date

To Whom It May Concern:

I would like you to accept this letter as a recommendation for [NAME HERE] who wants to work as a volunteer for your community. [NAME HERE] is a dedicated individual who loves to help others. He is a responsible and mature individual who can be given some huge responsibilities of volunteer work.

His passion and intelligence make him an ideal volunteer for our organization. In next few months, we will have to terminate some operations that need volunteer work. So, I would recommend him to your organization. I would like him to work nowhere but in your organization.

[NAME HERE] is physically fit and works passionately. He will always be there whenever you need an active and hard-working volunteer.

We know that it will be a big loss for us to lose [NAME HERE] but we know that he loves to work with others and to help others. I will be happy to provide more information about him. Feel free to contact me at my phone number.

 Sincerely,

Your Name