[Community Service Center]

Your Name **|** Email

Date

**To Whom It May Concern**

It is my pleasure to compose this letter of recommendation for Miss Jane who wishes to volunteer for community service at your organization. She has been a valuable member of our team at our community service camp. Since our summer camp is now over, Miss Jane wants to join your organization to continue offering her services for the community's welfare.

She is a diligent as well as a hard-working individual. During her volunteer work with us, she always exhibited a high-spirited nature which was infectious. She has always been spreading her energy to her co-workers. In this way, she helped us maintain a pleasantly positive atmosphere which is very important for any type of community service.

In addition, Miss Jane also possesses other important qualities which can prove to be valuable for your team. Her passion towards community services is quite admirable. She also exhibits a strong sense of commitment. In many cases, volunteers often leave the job halfway through for various reasons. However, Miss Jane has always completed all assigned tasks with pleasure. Therefore, choosing her as a volunteer will be truly beneficial for your organization.

Your reputable organization has always been actively serving the community. To keep up your commendable work, you need volunteers who are efficient and passionate. Miss Jane is, therefore, perfect for your community service work. We have complete confidence that she will come up to your expectations by efficiently fulfilling all responsibilities entrusted to her.

 Sincerely,

Your Name