Sample Letter of Recommendation:

Alan Friedman
Rotary Club President
XXX Main St.
Middletown, USA

Dear Mr. Friedman,

It’s my pleasure to recommend my neighbor and dear personal friend, Rosa, for membership in the Rotary Club. I’ve known Rosa for almost a decade and can attest to her strength of character and compassion for others. As the owner of Rosa’s Bake Shop and parent to two children in the public school system, Rosa is an actively contributing member of the community. She would make an outstanding addition to the Rotary Club and embody our mission to provide service to others.

I first met Rosa when she and her family moved into the house next door. We quickly found our paths crossing not just as neighbors, but also as fellow parents involved in the PTA. We and our families have become close friends, and over the years, we’ve worked together on a number of neighborhood events, like the Halloween scavenger hunt and annual block party. Rosa has always amazed me with her commitment to our community. With her spirit of giving and skill for community organizing, Rosa lives by Rotary Club’s primary motto, “Service above self.”

As many of you know, Rosa’s an active business leader in our community as the owner of Rosa’s Bake Shop on Main Street. She spreads joy with her fresh baked goods and supplies bread to many local restaurants. Rosa has also employed local students as cashiers and donates a portion of her profits to the Big Brothers Big Sisters program. Her contributions (and cakes) nurture many people in town. Joining the Rotary Club would allow her to continue her leadership in the community.

On a more personal level, Rosa is a cherished friend and all around lovely person. She’s thoughtful, reliable, and warm, and my kids and I have spent many rainy days mixing up cookie dough and decorating cupcakes in her kitchen. Rosa has worked hard to get where she is today, and she truly deserves all the success that has come her way as a parent and local business owner.

Rosa is an outstanding and active citizen with a great commitment to community service. I look forward to seeing all the good that she will continue to do in town as our newest Rotarian. Please feel free to contact me for any further information. Thank you for your consideration.

Sincerely,

Lara XXXXX
lara.XXX@gmail.combest phone number

Letter of recommendation sample for volunteer

Date

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

My name is (first and last name) and I have known the (Name of Recommendation) for (number) years. S/He has volunteered/worked with/for me as a (job title) at (organization name), where I am the (position title). In my position, which I have held for (number) years.

I am writing to recommend that you consider (name of recommended) 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 affective in this organization that (insert accomplishment). 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 recommended) 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)