

# Sample Recommendation Letter for High School Student Volunteer Community Service

[Your Name]  
[Your Title/Position]  
[Organization Name]  
[Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am delighted to write this letter of recommendation for [Student's Full Name], whom I have had the pleasure of supervising as a volunteer at [Organization/Community Program Name] for the past [duration]. Throughout this time, [Student's First Name] has consistently demonstrated exceptional dedication, reliability, and a genuine passion for serving the community.

From day one, [Student's First Name] impressed me with [his/her/their] strong work ethic and sense of responsibility. Whether participating in organizing events, assisting with outreach efforts, or providing direct support to community members, [he/she/they] approached every task with a positive attitude and a desire to make a meaningful difference. [Student's First Name] regularly contributed many hours beyond the minimum requirement, demonstrating true commitment and initiative.

One of [Student's First Name]'s most remarkable qualities is [his/her/their] natural leadership ability. [He/She/They] often took the lead in group projects, motivating peers, and ensuring that everyone felt valued and involved. [His/Her/Their] organizational skills and attention to detail greatly benefited our team, making projects run more smoothly and efficiently.

Additionally, [Student's First Name] is compassionate, respectful, and mature beyond [his/her/their] years. [He/She/They] is highly regarded by both staff and fellow volunteers for [his/her/their] integrity, reliability, and kindness. [His/Her/Their] positive influence has enriched our organization and positively impacted the lives of many community members.

I wholeheartedly recommend [Student's Full Name] for admission to your program/scholarship. I am confident that [he/she/they] will continue to excel and contribute positively, upholding the same values and commitment that have made [him/her/them] an outstanding member of our team. Please feel free to contact me if you require further information.

Sincerely,  
[Your Name]  
[Your Position/Relationship to Student]