

## Reference Letter Sample for Volunteer Work

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

[Recipient Name]  
[Recipient Title/Position, if known]  
[Recipient Organization, if known]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to write this letter of reference for **[Volunteer's Name]**, who has been a dedicated volunteer at **[Organization Name]** from **[start date]** to **[end date]**. During their time with our organization, **[Volunteer's Name]** consistently demonstrated exceptional commitment, professionalism, and enthusiasm in every aspect of their volunteer responsibilities.

**[Volunteer's Name]** brought a high level of reliability and effectiveness to our team. Their duties included [briefly outline key responsibilities, e.g., assisting with events, supporting daily operations, coordinating with other volunteers], and they performed these tasks with impressive attention to detail and a positive attitude. **[Volunteer's Name]** is proactive, resourceful, and always willing to go above and beyond expectations.

One of **[Volunteer's Name]**'s greatest strengths is their excellent communication skills and their ability to work collaboratively with both staff and other volunteers. Their contributions not only enhanced our organizational initiatives but also had a meaningful impact on our community. **[Volunteer's Name]**'s dedication to serving others is evident through their cheerful demeanor, willingness to take on new challenges, and commitment to making a difference.

I wholeheartedly recommend **[Volunteer's Name]** for any opportunity they pursue in the future. I am confident that they will bring the same level of passion, integrity, and diligence to any organization as they did with ours.

If you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,  
[Your Name]  
[Your Title/Organization]