

# Sample Letter of Recommendation for Nonprofit Volunteer Work

[Date]

[Recipient Name]

[Recipient Title/Position]

[Organization Name]

[Organization Address]

[City, State ZIP]

Dear [Recipient Name],

I am delighted to write this letter of recommendation for [Volunteer Name], who has served as a dedicated volunteer with [Nonprofit Organization Name] from [start date] to [end date/present]. During this time, I have had the privilege of supervising [him/her/them] and witnessing firsthand the remarkable impact [he/she/they] have made on our organization and the community we serve.

[Volunteer Name] has consistently demonstrated a deep commitment to our mission by generously contributing [his/her/their] time, energy, and talents to a variety of projects and initiatives. [He/She/They] played a vital role in [describe specific programs or events, e.g., organizing community outreach events, assisting with after-school tutoring, coordinating donation drives], where [his/her/their] leadership, organization, and creativity set [him/her/them] apart.

In addition to [his/her/their] exceptional work ethic, [Volunteer Name] is known for [his/her/their] reliability and positive attitude. [He/She/They] always arrived promptly, remained focused on tasks, and encouraged other volunteers to do their best work as well. [His/Her/Their] communication skills, ability to work collaboratively, and genuine compassion for others consistently impressed both staff and fellow volunteers.

One notable example of [Volunteer Name]'s impact was [describe a specific accomplishment or initiative, e.g., leading a successful fundraising campaign, developing a new program, substantially increasing volunteer engagement]. Through this effort, [he/she/they] not only advanced our organizational goals but also inspired others through [his/her/their] dedication and enthusiasm.

I have every confidence that [Volunteer Name] will continue to excel in any opportunity [he/she/they] pursues, especially those requiring leadership, empathy, and a strong sense of community. [He/She/They] would be a valuable asset to any organization in the nonprofit sector or beyond.

Please feel free to contact me at [your email/phone number] if you require any additional information or would like to discuss [Volunteer Name]'s contributions in greater detail. I highly recommend [him/her/them] without reservation.

Sincerely,

[Your Name]

[Your Title/Role]

[Nonprofit Organization Name]