

# Reference Letter Sample for Community Service Scholarship Application

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

To the Community Service Scholarship Selection Committee,

I am pleased to write this reference letter on behalf of **[Applicant's Name]** in support of their application for the Community Service Scholarship. As **[Applicant's Role, e.g., volunteer, student, team leader]** at **[Organization/Location]** for the past **[length of time]**, I have had the privilege to observe their dedication and exceptional contributions to our community.

**[Applicant's Name]** consistently demonstrates a deep commitment to serving others. For example, during **[specific project, event, or initiative]**, they volunteered over **[number]** hours coordinating activities, leading fellow volunteers, and organizing resources that directly benefited **[community/group]**. Their compassion and leadership skills inspired those around them and ensured the project's success.

Beyond their work ethic, **[Applicant's Name]** exemplifies qualities of reliability, empathy, and initiative. They identify areas of need, proactively develop solutions, and motivate others to get involved. One outstanding instance was when **[another example illustrating initiative or leadership]**.

Through their volunteerism, **[Applicant's Name]** has made a meaningful and lasting impact on our community. They embrace challenges with optimism and respond to others' needs with genuine kindness. I am confident that these qualities, combined with their unwavering dedication, make them an outstanding candidate for the Community Service Scholarship.

Please feel free to contact me at **[your contact information]** if you require further insights regarding **[Applicant's Name]** and their qualifications.

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