

# Sample Recommendation Letter for College Admissions

## Highlighting Community Service Involvement

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

Admissions Office  
[College/University Name]  
[Admissions Office Address]  
[City, State ZIP Code]

Dear Admissions Committee,

I am pleased to write this letter recommending **[Student's Name]** for admission to your esteemed institution. I have had the privilege of knowing **[Student's Name]** for **[duration]** as their **[teacher/mentor/volunteer coordinator]** at **[school/organization]**, and I have consistently been impressed by their remarkable dedication to community service and their sincere desire to make a positive impact on those around them.

**[Student's Name]** has demonstrated an unwavering commitment to serving others, devoting over **[number]** hours to various community service projects during their high school career. One of their most notable contributions was organizing a **local food drive** that collected over **[quantity]** pounds of food for families in need. **[Student's Name]** displayed exemplary leadership by motivating peers to participate, coordinating logistics, and ensuring smooth collaboration among volunteers. Their initiative resulted not only in tangible help for our community but also in heightened awareness about food insecurity among students and residents.

Additionally, **[Student's Name]** has consistently demonstrated empathy, responsibility, and teamwork through their involvement with **[name of organization or initiative]**, where they tutored younger students and coordinated after-school activities. Their ability to listen, encourage, and inspire others is truly remarkable. Whether leading by example or working quietly behind the scenes, they approach each task with humility and dedication.

Above all, **[Student's Name]** is characterized by a strong sense of civic duty and a deep understanding of the positive change that can come from volunteerism. Their compassion and work ethic have not only benefitted our community but have also inspired their classmates to take initiative and get involved.

I am confident that **[Student's Name]** will bring the same energy, leadership, and sense of purpose to your campus. They are precisely the kind of student who will shape and strengthen your community, both in and out of the classroom. I recommend **[Student's Name]** to you without reservation and look forward to witnessing their future accomplishments.

Sincerely,  
[Your Name]  
[Your Title]