

# Reference Letter: Strong Recommendation for Volunteer Opportunity

Below is a sample reference letter strongly recommending an individual for a volunteer opportunity. This template highlights the volunteer's dedication, skills, character, and positive community impact. Feel free to personalize the content to best reflect the candidate's qualifications.

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

## To Whom It May Concern,

I am pleased to write this letter in strong support of [Volunteer's Name] as a candidate for a volunteer opportunity with your organization. I have had the pleasure of working closely with [Volunteer's Name] for [duration] at [your organization or context], where they served as a dedicated and impactful volunteer.

Throughout their time with us, [Volunteer's Name] consistently demonstrated remarkable reliability, a passion for service, and an unwavering commitment to making a positive difference. [He/She/They] quickly became an integral part of our team, eagerly taking on responsibilities and proactively seeking ways to contribute, whether through organizing events, assisting with logistics, or supporting our beneficiaries directly.

[Volunteer's Name]'s interpersonal skills are equally impressive. [He/She/They] engages thoughtfully and kindly with both fellow volunteers and the individuals we serve, fostering a welcoming atmosphere for all. [His/Her/Their] ability to communicate effectively, adapt to new situations, and collaborate with team members has been crucial to our program's success.

In all respects, [Volunteer's Name] is a motivated, trustworthy, and compassionate individual. I am confident that [he/she/they] will bring the same enthusiasm, dedication, and professionalism to your organization as [he/she/they] has demonstrated with ours.

I strongly and wholeheartedly recommend [Volunteer's Name] for any volunteer opportunity. Please feel free to contact me at [your phone or email] should you require further information or specific examples of [his/her/their] contributions.

Sincerely,

[Your Name]  
[Your Signature, if sending print]  
[Your Position/Organization]