

## Reference Letter Sample for Volunteering Abroad

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

To Whom It May Concern,

I am delighted to write this reference letter in support of **[Applicant's Full Name]** and their application to volunteer abroad. As [his/her/their] [relationship to applicant, e.g., supervisor, teacher, coordinator] at [Your Organization/Institution] for the past [duration], I have had the privilege of witnessing [his/her/their] outstanding commitment, adaptability, and positive attitude.

During [his/her/their] time with us, [Applicant's Name] consistently demonstrated exceptional responsibility and reliability. [He/She/They] took the initiative to participate in a diverse range of projects, collaborating with peers and community members from different cultural backgrounds. [His/Her/Their] ability to communicate and work effectively in multicultural environments is truly impressive and underscores [his/her/their] suitability for international assignments.

[Applicant's Name] brings a remarkable level of empathy and resourcefulness to every task. [He/She/They] approaches challenges with enthusiasm and demonstrates a keen understanding of the needs of others. Through [his/her/their] involvement, our programs have seen positive results, and [his/her/their] contributions have had a lasting impact on the community we serve.

I am confident that [Applicant's Name] will bring the same dedication, initiative, and cultural sensitivity to your program as [he/she/they] has shown here. [He/She/They] will undoubtedly be an asset to your team and make a meaningful difference abroad.

Please feel free to contact me if you need any further information regarding [Applicant's Name] and [his/her/their] qualifications.

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