\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Entity/Organization]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]  
  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s Name],

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name], and I am delighted to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applied Program/Position] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applied Entity/Organization]. Having served as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name]'s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Relationship to Applicant] for \_\_\_\_\_\_\_\_ [Time Known] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Entity/Organization], I have had the privilege to witness their growth and steadfast dedication to community involvement.  
  
A notable instance was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name]'s commitment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Description of Achievement]. In this capacity, they consistently demonstrated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Key Attribute/Skill of the Applicant], which directly led to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement].  
  
Furthermore, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] has shown exceptional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Key Attribute/Skill] through their involvement in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Description of Achievement]. Their efforts were instrumental in achieving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement].

Additionally, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name]'s aptitude for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Attribute/Skill] was clearly evident in their contributions to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Another Description of Achievement]. Their involvement was pivotal, resulting in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Result of Achievement].

In conclusion, I am confident that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name] embodies the qualities and potential \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applied Entity/Organization] looks for in its volunteers. Their intellect, dedication, and character make them an exemplary candidate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Applied Program/Position].  
  
Please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Phone Number] or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Email] should you require any further information or wish to discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Candidate’s Name]'s qualifications in more detail.  
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recommender’s Position/Title]