

Informal Recommendation Letter

Hi [Recipient Name],

I'm happy to recommend [Volunteer's Name] for [program/position]. [He/She/They] has volunteered with us at [Organization Name] for [duration] and has always been enthusiastic, responsible, and full of great ideas.

[Volunteer's Name] makes a positive impact on everyone [he/she/they] interacts with, and I'm confident [he/she/they] will be a valuable contributor wherever [he/she/they] goes.

Best regards,

[Your Name]

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