**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

**COMMUNITY SERVICES**

[Date]

Holly Baird

4425 Clement St. Atlanta, GA 30331

Dear Ms. Baird,

This letter is a personal recommendation for Anna Romero. Over the last four years, she has served alongside me as a volunteer for the local Youth Volunteer Corp. During our time together, I have come to know Anna and her unwavering passion for helping the local youth very well.

Anna is one of the most dedicated volunteers to have ever worked beside me. Her kindness, compassion and dependability are unmatched. From planning sporting events for the children to waking up early on weekends to set up and run fundraisers, Anna does it all with a smile on her face. She fulfills any commitment she makes no matter what how many responsibilities she faces in a day, and she has proven herself as one of the most honest and trustworthy persons I've ever had the pleasure of working with.

After getting to know Anna over several years, I am extremely confident in her abilities. Anna is well-liked by all and has always been dedicated to helping our community grow and thrive. I can't think of a more capable person for the position you're looking to fill. If you'd like to discuss Anna's qualifications further, please reach out to me at (123) 456-7890 or by email at johnsilva@gmail.com.

Sincerely,

[Signature]

John Silva