**PARENTAL VOLUNTEER REFERENCE LETTER**

Address of Organisation

**[insert today’s date]**

**To Whom it may Concern:**

Subject: Reference for **[insert volunteer’s name]**

I am delighted to be able to provide a reference for **[insert volunteer’s name]**, who has been volunteering on the MiCommunity Project with **[name of organisation**].

The MI Community Project is an intergenerational, digital inclusion project being delivered across London to help build a stronger sense of community and connectedness between young volunteers and older people through the sharing of IT skills.

*The next two paragraphs are suggested wording depending on the volunteer.*

**[insert volunteer’s name]** attended **[xx]** sessions and worked one to one with older learners covering a range of IT issues from learning how to get online and set up an email address, to uploading photographs, social networking and being able to Skype friends/relatives.

**[insert volunteer’s name]** had a good level of IT skills, engaged well with the older learners and was always punctual and smart. When working with older learners, **[insert volunteer’s name]** demonstrated patience and built up a good rapport over the time they volunteered. We have no concerns about their behaviour, which was excellent at all times.

The supervisor of the session provided this specific feedback, **“[insert feedback]”.**

We are pleased that **[insert volunteer’s name]** was able to volunteer as part of this project and wish **him/her** every success in the future.

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| Best wishes, |

**Project Coordinator**