**PARENTAL VOLUNTEER REFERENCE LETTER**

**[Recipient name]  
[Recipient organization]  
[Organization address]  
[Recipient phone number]  
[Recipient email]**

**[Date]**

Dear **[recipient name],**

I'm writing to recommend **[volunteer name]** for the position of **[job title] with [recipient's organization name].** As the **[your title]** of **[your company's name],** I supervised **[volunteer name]**in their role as **[volunteer position]**for **[number]** years. Throughout my time with **[volunteer name],** I witnessed the strength and effectiveness of their [skills or traits], and I believe these qualities would make them an asset to your team.

Since **[volunteer name]'s** first day as a volunteer with **[company name],** they've demonstrated their **[skills or traits]** consistently. [Share a personal story about something the volunteer did that proved their skills or traits].

When they ended their time as a volunteer with **[company name], [volunteer name]** had also [share other examples of the volunteer's growth or achievements].

I feel confident that **[volunteer name]** would benefit your organization as they've benefited ours, and I'm honored to recommend them for the **[job title]**position. If you'd like more specific examples or details, please contact me at **[your phone number]**or **[your email].**

**[Formal closing],**

**[Your name]  
[Your title]  
[Your company name]**