Dear Volunteer Coordinator,

Susan Cook has been on my club soccer team for the last 3 years. In addition, I am also a close family friend of the Cook’s.

Over the time that I’ve known her, Susan has displayed an immense amount of self-discipline, dedication and positivity. Her passion for teamwork and comradery have been inspirational to our club soccer team. For example, after losing two important games back-to-back, Susan felt that the team needed to re-connect and re-focus. She organized a teambuilding activity for the following practice that brought the team closer together. It is this type of proactiveness that I find invaluable to the team.

When Susan informed me that she was interested in volunteering at your organization I was delighted. I am confident in her commitment and enthusiasm towards this opportunity. I highly recommend her.

If you have any further questions, don’t hesitate to contact me.

Kind regards,

Abby Jones  
312-555-1234  
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