

[Supervisor's Name]

[Title]

[Organization Name]

[Address Line 1]

[City, State ZIP]

[Email Address]

[Phone Number]

[Date]

Subject: Recommendation for [Student's Name]

To Whom It May Concern,

I am writing to recommend [Student's Name] for admission to your college. As [his/her/their] supervisor at [Organization Name], I had the pleasure of working with [Student's Name] during [time period] when [he/she/they] volunteered with us.

Throughout [his/her/their] service, [Student's Name] consistently demonstrated responsibility, initiative, and compassion. [He/She/They] actively participated in [describe activities or projects], making a significant impact through [his/her/their] efforts. [Student's Name] quickly earned the respect of both peers and staff for [his/her/their] dedication and work ethic.

[Student's Name] stands out for [his/her/their] strong communication skills, reliability, and ability to work collaboratively with diverse groups. [He/She/They] approached every task with enthusiasm and a willingness to help where needed.

I am confident that [Student's Name] will bring the same commitment and positive attitude to your college community. Please feel free to contact me if you require any further information.

Sincerely,

[Supervisor's Name]

[Title], [Organization Name]