

[Your Name]  
[Your Position/Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

Admissions Office  
[College/University Name]  
[College Address]  
[City, State, Zip Code]

## **Re: Community Service Recommendation for [Student's Name]**

Dear Admissions Committee,

I am writing to highly recommend [Student's Name] for admission to your esteemed institution. I have had the pleasure of working with [him/her/them] as a volunteer at [Organization Name] for the past [duration], during which [he/she/they] has demonstrated remarkable dedication and passion for community service.

Throughout [his/her/their] time with our organization, [Student's Name] has consistently shown strong leadership, empathy, and initiative. [He/She/They] played a pivotal role in [describe specific project(s) or responsibilities], making a significant impact on both our team and the community members we serve.

[Student's Name] is reliable, hardworking, and always willing to go above and beyond. [He/She/They] collaborates well with peers, communicates effectively, and approaches challenges with a positive attitude. These qualities make [him/her/them] an excellent candidate for your college community.

I am confident that [Student's Name] will continue to excel and make meaningful contributions at [College/University Name]. Please feel free to contact me if you require any additional information.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Organization Name]