

## **SAMPLE - LETTER OF RECOMMENDATION (HSVP)**

March, 2022

RE: Letter of Recommendation

To Whom It May Concern:

I have known (insert name of student) for (insert length of relationship) and can say that in that time, he/she has shown the following admirable qualities: (insert qualities – i.e. eager to learn, full of energy, great attitude, communicates well, likes to be challenged, mature, intelligent, patient, kind, fun, outgoing, team player, etc.).

I believe (insert name of student) would be great working with kids because (insert reasons – i.e. he/she has younger siblings, babysits a lot, understands safety, uses positive reinforcement, has a career interest in working with kids, etc.).

Therefore, I would recommend (insert name of student) for the Ann Arbor Rec & Ed High School Volunteer Program without hesitation. If you have any questions, please feel free to contact me.

Sincerely,

Name

Phone/Email