Dear Ms. Michael,

Please accept this letter as a recommendation for Richard Raul as a Volunteer for your community outreach organization. Richard is a retired Air Force officer who is dedicated to spending his free time helping others. He is a very responsible volunteer and he has been a huge asset to our organization.

For the next several months, our organization will have to suspend operations and we had to let the large majority of our volunteers go. Richard was devastated, so I recommended that he look for opportunities elsewhere. His passion for volunteering and his extremely high intelligence make him the ideal volunteer for your organization. His is very physically able, which came in very handy when setting up for civic events.

Richard loves to volunteer for as many hours per week as we needed him and I am certain he will continue that habit with your organization. Whenever we needed someone urgently to get something done, we never hesitated to call on Richard and he never let us down. He became our single most indispensable asset, as he will become for you.

We will miss Richard, but we know how much he wants to help people. I would be more than happy to provide more information if you need it. Please feel free to call me at 555-332-3243 or email me at gailresch@email.com.

Sincerely Yours,

Gail D. Resch

Organizer

Child Outreach Program