

# Letter of Reference Mail Merge Example

ROLE: YOUNG ADULT FACILITATOR AT YOUTH LEADERSHIP EVENT

<Insert date>

Dear <First Name>

We want to thank you for your efforts during the <EventCity> cohort of <Event Name>, contributing <# of Volunteer Hours> to empowering teens to be their best selves, while contributing meaningful thoughts and discussions on build community to <Event City> organizations and local government.

The youth in your group, <Youth Members>, were lucky to have you guiding them throughout the sessions! Throughout the event you embodied the true spirit of the Youth Leadership Sessions - <Insert identified strengths>

In part two, your group supported <Case study>. The end result was <Case study results>. <Additional notes>.

<Youth Member> from your group had this to say about your <Insert identified strength>, “<Insert quote from client>”.

Your efforts made the event a success and we look forward to connecting the project ideas back to the charities, grassroots organizations, and social startups to see what they have to say.

Keep in touch and thank you for your contributions.

Sincerely,

<Insert signature image or consider having it signed in pen>

<Insert volunteer manager / program supervisor name>

<Insert volunteer manager / program supervisor role>



# Letter of Reference Full Example

## ROLE: YOUNG ADULT FACILITATOR AT YOUTH LEADERSHIP EVENT

September 21, 2021

Dear Mia,

We want to thank you for your efforts during the Winnipeg cohort of Youth Leadership Sessions, giving 25 volunteer hours to empowering teens to be their best selves, while contributing meaningful thoughts and discussions on build community to Winnipeg organizations and local government.

The youth in your group, Jacob, Liam, and Addie, were lucky to have you guiding them throughout the sessions! At the event you embodied the true spirit of the Youth Leadership Sessions - a young person committed to the development of teens in a community involvement setting.

In part two, your group supported the Wellness Waterways case study. The end result was an interesting proposal to have youth mentoring others on how to capture water samples for research purposes in safe and informative ways. Congratulations to you and your group on being the top voted idea from your cohort!

Liam from your group had this to say about your leadership, "Mia was a great leader! She helped us understand the content and activities - but didn't put too much of her ideas into the mix. Instead she gave us the tools and resources to come up with the ideas on our own. Thanks!"

Your efforts made the event a success and we look forward to connecting the project ideas back to the charities, grassroots organizations, and social startups to see what they have to say.

Keep in touch and thank you for your contributions.

Sincerely,

Roger C

Roger Cantor  
Program Supervisor, Youth Leadership Sessions 2021