

**YOUR AGENCY's LOGO or NAME HERE**

Today's Date

To Whom It May Concern:

I am writing this letter on behalf of John Brown. In the spring of 2021, John volunteered for the Rhode Island Community Food Bank's community nutrition program.

John worked with diverse socio-economic populations who visit our network of member agencies. He provided nutrition education to the agencies by facilitating demonstrations using the food products that are provided to food pantry recipients.

John worked well both independently and as a team member. His related very well to our program guests and commitment and energy were invaluable to our overall community nutrition program.

It is my pleasure to highly recommend John Brown. He offers an abundance of interpersonal skills and nutrition knowledge. It is my belief that he will transfer these positive skills to any program that he works for. I am available if you have any questions or if you would like to discuss anything in further detail in regard to John. You may contact me at 401-123-4567 or name@email.org.

Sincerely,

Your Name

Your Title