

Dear

**INSERT NAME OF VOLUNTEER**

The above named is interested in joining our team as a volunteer and has given your name as someone who would provide a reference.

I would be grateful if you could give me your opinion on their suitability for this type of role. It would be helpful if you could also indicate how you know them ie employee, fellow volunteer, friend, neighbour etc, and how long you have known them for.

We would also be interested in what you see as their strengths and any other information that you believe would help us to find a suitable volunteering placement for them.