

Dear Dr. Couch,

This is a letter of recommendation for the Williamsburg Independent School District to approve _____ as a volunteer, with no pay, to assist in the _____ program at the Williamsburg School. All volunteers must have completed a criminal background check and any other required documents to participate in a specific program. Below is additional information to be completed for the particular program this person wishes to volunteer and the name of the supervisor he or she will be working under during this current school year, which is _____.

Regards,

Supervisor: _____
(Contact #) _____

Program: _____

Telephone: _____ (Volunteer)

email: _____ (Volunteer)

Date: _____
(Approved)

Principal

Superintendent