



## FRIENDSHIP CIRCLE INTERNATIONAL OFFICE

816 Eastern Pkwy • Brooklyn, NY 11213

Phone (718) 221 0500 • Fax: (718) 221 0985

e-mail: [Info@Friendshipcircle.com](mailto:Info@Friendshipcircle.com) • Web: [www.Friendshipcircle.com](http://www.Friendshipcircle.com)

Date:

To Whom It May Concern:

Please be advised that [VOLUNTEER NAME] has participated in the Friendship Circle organization for the past [NUMBER] years. This program enlists teenage volunteers who serve as mentors to children with special needs. On a regular weekly basis the young adults dedicate an hour or two hour with a child with special needs.

In addition [VOLUNTEER NAME] served as President of his/hers local volunteer club in [YOUR CITY] and has expressed amazing leadership skills while serving his term. [VOLUNTEER NAME] has shown dedication and commitment to his community.

It is a pleasure to have a volunteer such as [VOLUNTEER NAME] and we believe he/she should be recognized where he/she attends university. We are most certain that whatever he/she endeavors to do, he/she will encounter success. Her/His drive and abilities will truly be an asset to your establishment.

Sincerely,

**Rabbi Levi Shemtov**

*Founder and Executive Director,  
West Bloomfield MI*

**Rabbi Zalman Grossbaum**

*Executive Director, Friendship  
Circle Metro West, NJ*

Endorsements Here: