

Dear [Reference's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a professional reference for me as I apply for a volunteering position with [Organization's Name]. I believe that your insight into my skills and work ethic would provide valuable context for my application.

The role involves [briefly describe the volunteer position], and I am eager to contribute to the organization's mission. I believe that your experience working with me on [mention any relevant projects or experiences] reflects my capabilities well.

If you agree, I will ensure that you have all the relevant details about the position and any specific points that may be helpful for your reference. I really appreciate your consideration and support.

Thank you for considering my request. Please let me know if you need any more information.

Sincerely,  
[Your Name]  
[Your Contact Information]