

Request for Recommendation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a recommendation for my application for a volunteer position at [Organization/Program Name]. I greatly enjoyed my time volunteering with [Your Experience/Organization] and believe that your perspective on my contributions would provide valuable insight to my potential new role.

I am particularly interested in [specific aspects or roles of the new volunteer position], where I believe my skills in [mention relevant skills] will be beneficial. I would be grateful if you could highlight my [mention specific qualities or experiences] that you think would be relevant.

If you agree, I can provide you with further details about the position and my experiences that you might want to mention. The recommendation would need to be submitted by [deadline date].

Thank you very much for considering my request. I appreciate your support and guidance throughout my volunteering journey.

Sincerely,

[Your Name]