

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[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 kindly request a reference for my application for a volunteer position at [Name of the Organization/Program]. Having had the pleasure of volunteering under your supervision at [Previous Organization/Program], I greatly valued the experience and believe it has furthered my commitment to community service.

As I apply for this new role, I would appreciate it if you could provide a reference highlighting my skills, contributions, and dedication during my time with you. Your insights would be invaluable in portraying my qualifications and passion for volunteer work.

Please let me know if you need any additional information or if there are any specific forms I should provide. Thank you very much for considering my request. I truly appreciate your support.

Sincerely,  
[Your Name]