

Volunteer Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my volunteer application at [Name of Organization]. I have greatly enjoyed my time working alongside you at [Previous Organization/Project], and I believe your insight into my work would greatly aid my application.

During my time volunteering, I [mention specific contributions, skills, or experiences]. I would be grateful if you could share your thoughts on my abilities and character in relation to this new opportunity.

If you agree to provide a reference, please let me know if you require any more information or a specific format.

Thank you very much for considering my request. I greatly appreciate your help.

Sincerely,

[Your Name]