

# Volunteer Reference Check Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference check for [Volunteer's Name], who has applied to volunteer with [Organization's Name]. We aim to ensure that all our volunteers are well-suited for our programs and to provide a safe and supportive environment for those we serve.

As [Volunteer's Name]'s [relationship to the volunteer], I believe you can provide valuable insights regarding their skills, work ethic, and character. We appreciate your time and assistance in this matter.

Please feel free to respond via email or call me at [Your Phone Number]. Additionally, I have attached a brief questionnaire to assist you with your feedback.

Thank you in advance for your help!

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Your Contact Information]