

# Reference Request for Volunteer Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference from you regarding my application for a volunteer position at [Organization Name]. Having worked together at [Previous Workplace/Project], I believe you could provide valuable insight into my skills and character.

The volunteer position I am applying for involves [Briefly Describe the Position and Responsibilities]. I am eager to contribute and believe my experience would align well with the goals of your organization.

If you agree to provide a reference, I would be happy to provide any additional information you need or discuss my application further. I appreciate your consideration of my request.

Thank you very much for your time and support.

Sincerely,

[Your Name]