

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference on my behalf as I apply for a [specific position] at [Company/Organization Name]. I tremendously value the experience I gained while volunteering with [Volunteer Organization/Project Name], and your perspective on my work would greatly enhance my application.

During our time together, I worked on [briefly describe responsibilities or projects], and I believe your insights into my skills in [specific skills or attributes] would be incredibly beneficial.

If you are willing to provide a reference, I would be more than happy to provide you with any additional details or context regarding the position I am applying for. Thank you very much for considering my request.

Sincerely,
[Your Name]
[Your Contact Information]