Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a personal reference for me as I apply for a volunteer position with [Organization/Program Name]. I believe your insight into my skills and experiences would greatly enhance my application.

During my time working with you on [Project/Activity], I developed strong skills in [mention relevant skills or experiences]. Your perspective on my contributions would be invaluable as I pursue this opportunity to further my commitment to [cause/field].

If you agree, I would be happy to provide more information about the volunteer position and the organization. Thank you very much for considering my request. I truly appreciate your support.

Warm regards,

[Your Name]