

# Military Reference Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a military reference for [Volunteer's Name], who is seeking to participate in community service programs. [Volunteer's Name] has served in [Branch of Military] from [Start Date] to [End Date] and has demonstrated exceptional qualities that I believe will greatly benefit your program.

During their service, [Volunteer's Name] exhibited professionalism, responsibility, and a strong dedication to community welfare. I can attest to their character and work ethic based on my experiences working alongside them.

Should you require any additional information or a more detailed account of [Volunteer's Name]'s service and contributions, please feel free to contact me at your convenience.

Thank you for considering this reference request. I am confident that [Volunteer's Name] will make a positive impact in your program.

Sincerely,

[Your Name]  
[Your Rank, if applicable]  
[Your Military Unit, if applicable]  
[Your Contact Information]