

Community Service Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support in providing a reference for my nomination for the [Name of Award] that recognizes individuals who have made significant contributions to our community through volunteer efforts.

As you may know, I have actively participated in [briefly describe your community service experience]. I believe my dedication to [specific cause or activity] aligns well with the values of the [Name of Award], and I would be honored to receive this recognition.

Your perspective on my contributions would add great value to my nomination. If you are able to assist, I would greatly appreciate your insights regarding my work and its impact on the community. The nomination deadline is [insert deadline].

Thank you for considering my request. Please let me know if you need any additional information or if we can discuss this at your convenience.

Sincerely,

[Your Name]