

Community Service Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request your support in providing a reference for my application concerning community service initiatives I have participated in. I believe your perspective on my civic engagement contributions will greatly enhance my application.

Throughout my time volunteering at [Organization/Project Name], I have committed myself to [briefly describe your role and contributions]. Your insights as my [relationship, e.g., supervisor, mentor] would be invaluable in highlighting my work.

If you agree, I would be grateful if you could speak to my skills, dedication, and the impact of my contributions to the community. I aim to submit my application by [Insert Deadline], so I would appreciate it if you could provide your reference by then.

Thank you for considering my request. Please let me know if you require any additional information or if you would like to discuss this further.

Sincerely,

[Your Name]