

Request for Community Service Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Reference's Name]

[Reference's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my college admissions process. As you know, I have had the privilege of volunteering at [Organization Name] from [start date] to [end date], where I have gained invaluable experience and skills.

Your insight into my commitment and contributions during my time volunteering would greatly enhance my application. I believe that your perspective on my work with the [specific project or activity] would provide the admissions committee with a deeper understanding of my character and dedication.

If you are willing, I would be happy to provide any additional information you might need or discuss this further at your convenience. The deadline for submission is [deadline date], and it can be sent directly to [submission address or online portal information].

Thank you very much for considering my request. I truly appreciate your support!

Sincerely,

[Your Name]