

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my job applications, as I have recently been applying for positions related to my community service work.

During my time volunteering at [Organization Name], I had the opportunity to [briefly describe your role and contributions], which significantly enhanced my skills in [mention relevant skills]. I believe your perspective on my work would provide potential employers with a valuable insight into my abilities and dedication.

If you are willing, I would greatly appreciate it if you could provide a reference for me. Please let me know if you need any further information or if there's a convenient time for us to discuss this further. Thank you for considering my request.

Warm regards,

[Your Name]