

# Reference Request for Leadership Program

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as I apply for the [Name of Leadership Program]. As part of the application process, I am required to provide references who can speak to my community service involvement and leadership skills.

Throughout my time volunteering with [Organization/Community Service Project], I have had the opportunity to [briefly describe your role and contributions]. Your insight into my character and commitment to service would be incredibly valuable to my application.

If you are willing to act as a reference, I would be happy to provide you with any additional information you may need, including details about the program and deadlines for submission.

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

Sincerely,

[Your Name]

[Your Contact Information]