

Reference Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference from you regarding my involvement in [specific community service project or activity] at [Organization Name]. I greatly valued our time working together and believe that your perspective would be incredibly beneficial as I seek new professional opportunities.

During my time with [Organization Name], I had the opportunity to [briefly describe your role, responsibilities, and any relevant achievements]. Working with you and the team was a rewarding experience that has greatly influenced my professional growth.

If you would be willing to provide me with a reference, I would be immensely grateful. Please let me know if you need any additional information or if you would prefer to discuss this over the phone. I can be reached at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]