

Community Service Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference letter to accompany my scholarship application for [Name of Scholarship]. As you are aware, I have been actively involved in community service through [describe your community service involvement], and I believe that your insights into my contributions would greatly enhance my application.

The scholarship committee is looking for references that can speak to my character, leadership skills, and commitment to community service. Your endorsement would be invaluable, as you have witnessed my growth and dedication first-hand.

If you are willing, I would be grateful if you could discuss my contributions and work ethic in your letter. The deadline for submitting the reference is [insert deadline]. I am happy to provide any additional information you may need.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]