

Reference Request for Community Service Volunteer Position

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am writing to request a reference for my application for a volunteering opportunity at [Name of Organization/Program]. I am eager to contribute my time and skills to support [briefly describe the mission or activities of the organization], and I believe that your perspective on my character and past contributions would greatly enhance my application.

During my time volunteering with [Previous Organization/Service], I [describe a relevant duty or experience]. Your guidance and mentorship have significantly influenced my personal and professional growth, and I would be grateful if you could speak to my [mention specific attributes like dedication, teamwork, etc.].

If you agree to provide a reference, I can provide more details about the opportunity, including specific skills or experiences that might be relevant. Please let me know if you would be comfortable helping me in this regard.

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

Sincerely,

[Your Name]

[Your Contact Information]