

Reference Letter Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter from you regarding my volunteer work at [Organization Name], where I had the opportunity to contribute as a [Your Position/Role].

During my time at [Organization Name], I [briefly describe your contributions or responsibilities]. I believe that your perspective on my dedication and skills would greatly enhance my application for [specific purpose, e.g., a job, further studies].

I would be grateful if you could highlight [mention any specific skills, experiences, or qualities you wish to be emphasized]. If you require any further information or details about my time volunteering, please feel free to reach out.

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

Sincerely,

[Your Name]

[Your Contact Information]