

# Letter of Request for Volunteer Reference Support

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference for my volunteer application at [Name of Organization/Program]. Having had the pleasure of working alongside you during my time at [Previous Organization/Experience], I believe you can provide valuable insight into my dedication and skills.

The position I am applying for involves [brief description of the position and responsibilities], and I am eager to contribute my efforts towards meaningful projects. Your reference would greatly enhance my application and help illustrate my commitment to volunteering.

If you agree, I would be happy to provide additional details about the position or discuss this over the phone at your convenience. Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,  
[Your Name]