

Volunteer Position Reference Inquiry

Recipient's Name
Recipient's Title
Organization Name
Address Line 1
Address Line 2
City, State, ZIP Code

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to inquire about the possibility of obtaining a reference for [Volunteer's Name], who volunteered with us at [Your Organization's Name] from [Start Date] to [End Date].

[Volunteer's Name] contributed significantly to our efforts during their time with us, and we believe that your insight into their experience would be invaluable for their future opportunities. Please let us know if you are able to assist in this matter.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Title]
[Your Organization's Name]
[Your Contact Information]