

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

[Leader's Name]  
[Leader's Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Leader's Name],

I hope this message finds you well. I am reaching out to request your support as I prepare my application for medical school. As a respected leader in our community and someone who has significantly influenced my journey, I would be honored if you could provide a letter of reference on my behalf.

Throughout my time volunteering at [specific organization or event], I have learned invaluable lessons about leadership and community service. Your guidance has inspired me to pursue a career in medicine where I can continue to make a positive impact.

Medical schools highly value references from community leaders, and your perspective on my character and contributions would be incredibly beneficial. If you agree, I can provide further details about the application deadlines and points you may want to highlight.

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

Warm regards,

[Your Name]