

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Coordinator's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Coordinator's Name],

I hope this message finds you well. I am writing to kindly request a letter of reference from you as I apply to medical school. During my time as a volunteer under your coordination at [Organization's Name], I gained invaluable experience and insights into the medical field, which significantly influenced my decision to pursue a career in medicine.

Your perspective on my skills, work ethic, and contributions to our team would provide a strong endorsement for my application. I believe your insights would be particularly compelling given your understanding of the challenges and responsibilities involved in the healthcare environment.

Please let me know if you would be willing to assist me with this request. I would be happy to provide any additional information you might need or discuss this further at your convenience. I truly appreciate your consideration and support.

Thank you for your time and for the mentorship you have provided during my volunteering experience.

Sincerely,
[Your Name]