

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

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

Dear [Community Leader's Name],

I hope this message finds you well. I am writing to request a reference from you as I apply to [Name of Nursing School] for the [specific program, e.g., Bachelor of Science in Nursing]. Having had the pleasure of working alongside you during [mention specific event or project], I believe your insights would significantly support my application.

As you may know, pursuing a career in nursing has been my passion for many years. I am committed to providing compassionate care to those in need, and I feel that your perspective on my [skills, community involvement, etc.] would add great value to my application.

If you agree, I would be happy to provide any further information you may need or answer any questions. I understand that you have a busy schedule and truly appreciate your consideration of my request.

Thank you for considering my request, and I look forward to your positive response.

Sincerely,
[Your Name]