

Date: [Insert Date]

[Volunteer Coordinator's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to request a reference from you as I am applying to nursing school. My experiences volunteering under your guidance have been invaluable, and I believe a recommendation from you would greatly enhance my application.

Please let me know if you would be willing to assist me by providing a reference. The application deadline is [Insert Deadline], and I would be happy to provide any additional information you may need to complete the reference.

Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]