

Subject: Request for Job Shadowing Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my upcoming job shadowing experience. As you may know, I have been volunteering at [Organization Name] for [Duration], and I believe that this experience has significantly enhanced my skills and understanding of [Field/Industry].

The job shadowing opportunity with [Company/Organization Name] is a crucial step in my career development, where I aim to gain deeper insights into [Specific Role/Field]. I would be grateful if you could speak to my contributions and dedication during my time as a volunteer.

Thank you for considering my request. Please let me know if you need any further information or if there is a convenient time for us to discuss this. I truly appreciate your assistance.

Sincerely,
[Your Name]
[Your Contact Information]