

# Request for Citation for Graduate Assistantship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a citation for [Name of Community Service Leader] in recognition of their exemplary contributions to community service. As I prepare my application for the Graduate Assistantship program at [University Name], I believe that highlighting the impact of community leaders like [Name] will significantly enhance my application.

[Name of Community Service Leader] has demonstrated outstanding leadership and dedication to the community through [briefly describe specific contributions or projects]. Their commitment to [specific area of service] has not only benefited the community but has also inspired many others to engage in meaningful service.

It would be greatly appreciated if you could provide a citation that acknowledges [Name's] contributions and leadership. Your support in this matter would be invaluable to me as I seek to further my education and continue my commitment to community engagement.

Thank you for considering my request. Please let me know if you require any further information or if there are any forms I should complete.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]