Relocation Reference Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Community Organization Name]

[Community Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to kindly request a relocation reference to support my application for community membership as I prepare to move to [New Location]. I have been a member of [Current Community/Organization Name] for [duration] and have thoroughly enjoyed being part of such a vibrant community.

As I transition to [New Location], I hope to bring the same enthusiasm and commitment to community involvement. A reference highlighting my involvement and contributions would greatly enhance my application.

Thank you very much for considering my request. I appreciate your time and support in helping me connect with my new community.

Sincerely,

[Your Name]