

# Letter of Reference Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application for [High School Name] by providing a letter of reference that highlights my community service involvement.

Over the past [duration], I have had the privilege of volunteering at [Organization/Activity], where I [briefly describe your role and contributions]. This experience has greatly shaped my character and aspirations.

Your perspective on my commitment and impact in the community would add significant value to my application. I would be grateful if you could highlight my [specific qualities or achievements], as they relate to my contributions.

If you agree to assist me, I would be happy to provide any additional information you may need, including details about the school and my goals. The deadline for submission is [insert date].

Thank you for considering my request. I truly appreciate your support and guidance.

Sincerely,

[Your Name]

[Your Contact Information]