

# Reference Request for High School Application

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my high school application, as I am eager to continue my education at [Name of High School]. I have greatly valued the opportunity to volunteer at [Organization/Program Name] and believe it has significantly contributed to my personal and academic growth.

As you may recall, during my time volunteering with [specific details about your role or contributions], I learned [insert key skills or experiences]. I feel that you could provide valuable insights into my abilities and character based on our experiences together.

My application deadline is [insert deadline], and I would appreciate it if you could complete the reference by then. If you agree, I can provide any additional information you might need, as well as details for submitting the reference.

Thank you very much for considering my request. I deeply appreciate your support and guidance.

Sincerely,  
[Your Name]  
[Your Contact Information]