

Athletics Program Reference Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your support in providing a reference for [Nominee's Name], who has been nominated for the [Specify Award Name] for their outstanding contributions to our athletics program.

As you may know, [Nominee's Name] has demonstrated exceptional dedication and skill in [specific sports/activities], making a significant impact on our team and community. Their commitment to excellence and sportsmanship is truly commendable.

We believe that your insight into [Nominee's Name]'s character and achievements would provide invaluable support for their nomination. The reference letter would need to speak to their accomplishments, leadership qualities, and positive influence in athletics.

If you could provide this reference by [Insert Deadline], it would be greatly appreciated. Should you need any additional information or specific details regarding the nomination process, please do not hesitate to reach out to me.

Thank you very much for considering this request. Your support means a lot to us, and to [Nominee's Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]