

# Reference Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application for a volunteer nursing position at [Organization's Name]. As you know, I have a passion for nursing and would greatly appreciate your support in this endeavor.

Throughout my time as a volunteer under your supervision at [Previous Organization or Experience], I have gained valuable skills and experience that I believe would contribute positively to the team at [Organization's Name]. I am eager to continue my journey in nursing and help those in need through this volunteer role.

It would mean a lot to me if you could provide a reference highlighting my skills and experiences relevant to this position. If you need any further details or assistance, please feel free to contact me.

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]