

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 a letter of reference as I seek to join the board of [Nonprofit Organization Name]. Your insights into my work and commitment to our shared mission would be invaluable to this process.

During my time working with [Organization Name/Project], I have had the pleasure of contributing to various initiatives, and I believe your perspective on my abilities would greatly assist in highlighting my qualifications.

Thank you for considering my request. If you agree, I would be more than happy to provide any additional information or meet to discuss this further.

Warm regards,

[Your Name]

[Your Title/Position]