

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient 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 in support of a collaboration proposal between [Your Organization] and [Recipient Organization].

As [Your Organization] seeks to expand its outreach and impact within the community, we believe that partnering with [Recipient Organization] would greatly enhance our efforts. Your expertise in [specific area or skill] would be invaluable to the success of this collaboration.

A reference detailing our previous work as well as an endorsement of our capabilities would greatly strengthen our proposal. We aim to submit it by [submission deadline], so your assistance would be greatly appreciated.

Thank you for considering this request. Please feel free to reach out if you have any questions or need further information.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]