

Request for Reference for Community Service Recognition

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request a reference regarding my community service work at [Organization's Name]. As I am applying for [specific award or recognition], your support in highlighting my contributions would be invaluable.

During my time as a volunteer [or specific role] from [start date] to [end date], I had the opportunity to [briefly describe key responsibilities and achievements]. Your perspective on my work ethic and commitment to the community would greatly enhance my application.

Please let me know if you would be willing to provide a reference. I would be happy to provide any additional information you may need. Thank you for considering my request.

Sincerely,

[Your Name]